

# Early Years Assessment and Learning Tool – Funding Guidelines

## Summary

### New 2024 EYALT users

As part of the support package for implementation of the Early Years Assessment and Learning Tool (EYALT), funded kindergarten services and their approved providers will have access to two types of one-off funding grants for each service who submitted a successful Expression of Interest (EOI) to use the Tool in 2024.

This includes a:

- **Change management grant - one-off funding of \$1,150** (ex GST) for each service to support additional activities required to implement and embed the EYALT.
- **Backfill contribution** - up to **\$2,000** (ex GST) for each service to support early childhood teachers and educators complete the professional learning.

Approved providers will receive funding automatically for the change management grant through regular funding payment processes via the Kindergarten Information Management System (KIMS).

The Department of Education (the department) encourages all successful services to utilise the change management grant and backfill contribution funding to support the implementation of the EYALT in their service. This includes having early childhood teachers and educators attend the 2 online professional learning workshops.

It is the responsibility of the approved provider to make the change management grant and backfill contribution funding available to their service where the qualified early childhood teacher(s) are employed.

All funding can be tracked by the approved provider through its service agreement with the department on the [Funded Agency Channel](#).

### 2023 EYALT users

Services that used the EYALT in 2023 are eligible to attend the professional learning in 2024. Funding to support this professional learning includes:

- **Backfill contribution** – for up to one new teacher or educator in each service to undertake the 0.5 day virtual professional learning workshop 1 and 2 to support use of the EYALT.

## Change management grant

Change management grants are available for new 2024 services. These are to be used for early childhood teachers and educators to participate in the activities that will assist with implementing and embedding the use of the EYALT at the service.

The department approved use of the funding may include the following activities:

- administration to access the EYALT

- accessing and completing EYALT modules for the children in the three-and/or-four-year-old kindergarten programs (anticipated to take 5-15 mins for each module with each child)
- reading written guidance and accessing practice and technical support
- activities that support embedding the EYALT at your service
- working with other staff at your service or employed by the service provider.

The funding can also be used to provide backfill or additional hours for staff working in funded three-and-four-year-old kindergarten programs to complete the above activities, noting that backfill will be provided separately for staff undertaking the EYALT's professional learning (eLearn and virtual professional learning workshops).

The change management grant will be paid as a one-off payment to eligible 2024 service providers following acceptance of the funding guidelines. To support the implementation of the EYALT in your service, the department encourages services to use the funding for change management activities outlined in this document above.

At the end of the first assessment period of 2024, the department will monitor usage at the service level. If a service shows low usage levels, the department will enquire further about the service's use of the change management funding to determine whether it has been used in accordance with these funding guidelines.

## Backfill contribution

Backfill contributions are paid to the approved provider.

Professional learning attendance records will be used to process backfill payments throughout the year, and service providers will receive a letter informing them after each payment has been made. Please see the tables below to determine the amount of backfill contribution available for each professional learning activity and each qualification level, up to \$2,000 (exc. GST) for each service.

### New 2024 EYALT users

Backfill contribution funding of up to \$2,000 (excl. GST) will be available to services successful in the 2024 EOI to allow early childhood teachers and educators at your participating service(s) to attend professional learning. The contribution can be used to support existing staff to attend and engage with the EYALT's professional learning.

The professional learning includes 2 on-demand eLearn units and 2 half-day online professional learning workshops. At least one early childhood teacher at the service must complete the professional learning.

### 2023 EYALT users

Backfill contribution for services that first used the EYALT in 2023 is available for up to one new teacher or educator within each service. The backfill available to 2023 services will cover one teacher or educator to attend the 0.5 day virtual professional learning workshop 1 & 2.

### The following conditions for receiving backfill payments apply:

- Contributions to backfill are paid for early childhood teachers and educators only.
- Educational leaders or service managers may claim backfill only if they also work in a teaching role (i.e. regularly on the floor with children in funded three-and-four-year-old kindergarten programs, and therefore requiring backfill).

- The contribution is paid to the approved provider (not the individual).
- Backfill contribution payments may be subject to an audit of attendance and completion records.

### Professional learning types and amounts

This table outlines how much you can claim for each of the professional learning types available for each teacher and/or educator:

Professional learning type	Backfill funding available per early childhood teacher/ educator
eLearn (2 units)	0.5 day
Virtual professional learning workshop 1 (Term 1)	0.5 day
Virtual professional learning workshop 2 (Term 2)	0.5 day

### Backfill rates

Backfill rates are based on average mid-range rates and may not cover the full cost. Rates vary depending on the qualification of the teacher and/or educator attending the course. This table has the current backfill rates:

Qualification of attendee	Half day backfill rates Net (ex-GST)	Half day backfill rates GST	Half day backfill rates Total (inc. GST)
Early Childhood Teacher	\$ 191.50	\$ 19.15	\$ 210.65
Diploma or Advanced Diploma	\$ 145.46	\$ 14.55	\$ 160.00
Certificate III	\$ 130.00	\$ 13.00	\$ 143.00

## Privacy

- Information provided in the backfill contribution survey is for the purpose set out above and is required to process the claim. Your information will not be disclosed without your consent or unless authorised or required by law.
- You are able to request access to the personal information that the department holds about you and request that it be corrected by contacting the department's Assessment for Learning team at [early.years.assessment@education.vic.gov.au](mailto:early.years.assessment@education.vic.gov.au).
- For more information, please see the departments [privacy policy](#).

## Who can I contact?

Should you require support or any further information, please contact the department's Assessment for Learning team at [early.years.assessment@education.vic.gov.au](mailto:early.years.assessment@education.vic.gov.au).