Addendum to Kindergarten Funding Guide

Effective from 22 July 2025

Updates to the Kindergarten Funding Guide (the Guide) are provided in this Addendum. These changes take precedence over the content in the Guide published in November 2023.

The changes relate to the introduction of the Early Childhood Workforce Register on Arrival.

## New section: Early Childhood Workforce Register

*[This is a new section to be inserted after Annual Kindergarten Census on page 57]*

**Early Childhood Workforce Register**

From 22 July 2025, all service providers receiving Victorian Government kindergarten funding will be required to complete the Early Childhood Workforce Register (workforce register) through Arrival for all relevant employees in their services.

All staff employed at your service(s) that have regular direct contact with children will need to be on the workforce register. This includes all full time, part time and casual staff that have been employed at the service(s) since the commencement of Term 3, 2025. Previous employees do not need to be added at this stage.

Examples of roles that can be selected in Arrival for the Workforce register include the following:

* Teachers
* Educators
* Trainees
* Inclusion support assistants / aides
* Specialist learning roles
* Assistant manager / Assistant director
* Centre manager / Centre director
* Administrator
* Cook / Chef
* Bus Driver
* Other (which could include maintenance, cleaning or garden staff).

Please refer to the *Early Childhood Workforce Register – Frequently Asked Questions for Service Providers* for further detail.

Failure to comply with this requirement may result in a breach of the funding agreement for kindergarten services.

## All sections

*[This applies to all content in the Guide]*

All references to the Kindergarten Information Management System (KIMS) in the Guide should be read to also include Arrival.