



Department of Education and
Early Childhood Development

Family Learning Support Program

Program Guidelines for 2015



Adult, Community and
Further Education



These guidelines provide advice on how funding for the Family Learning Support Program (or FLSP) may be used by participating Learn Local organisations. FLSP is funded by the Victorian Government and administered by the Department of Education and Early Childhood Development (or DEECD).

The Learn Local sector is comprised of organisations registered with the Adult, Community and Further Education (or ACFE) Board to deliver Victorian Government subsidised training with a focus on individual needs and tailoring programs for the learner. There are over 300 registered Learn Local organisations offering a large choice of adult community education and training programs across Victoria. Every year, more than 95,000 Victorians elect to learn at a Learn Local. Courses range from basic computer skills to certificates (including the Victorian Certificate of Education and the Victorian Curriculum of Applied Learning) and Diplomas in areas such as business, community services and trades.

Increasing public investment in education and training over the years has increased expectations of the value delivered by the Victorian education and training system. In August 2013, *Learn Local: Focusing on the Future* sets out three strategic actions that will assist the sector to sharpen its focus and improve its sustainability and responsiveness. These are:

- Refocusing and refining the role of Learn Local;
- Promoting durable networks and co-location of services to improve pathways and sustainability; and
- Building the Learn Local sector's capability to deliver high-quality education services

1. What is the FLSP and why is it offered?

In recognising the particular strength of the sector to support learners who face barriers to participation in education and training, the Government has committed to increasing the capacity of the sector to support adult learners to increase their skills and to enter and remain in the workforce.

In 2014, the Family Learning Support Program (or FLSP) was introduced to boost the opportunities for adult learners to learn, especially where the cost of child care is a barrier to learning. Each year, Learn Local organisations are offered the opportunity to opt-in to FLSP to provide these opportunities to the greater number of learners across Victoria.

2. Who is eligible for FLSP?

Eligibility requirements for Learn Local organisations

For an organisation to receive funding for FLSP, they must be a Victorian Learn Local organisation registered with the ACFE Board.

Eligibility requirements for learners

Learner accessing a FLSP subsidy must be:

- a parent, carer or guardian of a child or children (aged between 0-6 years and not enrolled at school) for which they are seeking occasional child care;
- enrolled in and attending Victorian Government funded education and training at an eligible Learn Local organisation and accessing occasional child care during course hours; and
- ineligible to receive the Commonwealth Approved Child Care Benefit either because of their circumstances or because the occasional child care service does not have any Commonwealth approved occasional child care places available (see **Appendix B: Commonwealth Approved Child Care Benefit**).

A question and answer flowchart is provided at Attachment C to assist Learn Local organisations to determine the eligibility of learners for FLSP, and whether FLSP may be used.

3. How should we use FLSP funds?

FLSP funds must be used:

- for occasional child care only. This means the child will be in care for a maximum of 5 hours per day or 15 hours per week; and
- for places provided by a Victorian licensed children's service, or a Commonwealth approved or registered children's service within Victoria.

If the Learn Local organisation does not have eligible child care services onsite, they may direct the subsidy to an external children's service that meets these requirements. If you need assistance in locating eligible occasional child care providers in your area, please visit:

- the Department of Education and Early Childhood Development's website to view the list of services under Victorian Law:
<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/vcsregister.aspx>
- the Australian Government website to view a list of Commonwealth approved child care service:
www.mychild.gov.au

Funds are provided primarily for the benefit of learners. However, participating Learn Local organisations may use a proportion of funds (capped at 10 per cent of the grant received) for program administration (for example, sourcing occasional care places).

4. How do we access FLSP?

If your organisation opts-in to FLSP, the Department will enter into a Common Funding Agreement with your organisation. This Agreement will include:

- the amount of funding the Department will allocate to your organisation for the next calendar year;
- what services your organisations agrees to provide for this funding, and
- the terms and conditions that your organisation agrees to comply with, including reporting requirements.

For more information about the opt-in process, see **Appendix A: Key program administration dates.**

5. What is required if we opt-in to FLSP?

A key responsibility for participating Learn Local organisations who opt-in for FLSP is data collection and reporting. This reporting forms part of the Learn Local organisation's accountability for expenditure of government funding.

To complete the annual reporting requirements, organisations will need to keep a record of:

- the student number (as per Student Management System/AVETMISS) of learners accessing the subsidy and their reason for accessing the service (e.g. Health Care Card holder);
- the number of hours/days of occasional child care subsidised;
- the name and Licence ID or Approved Service number of the approved children's service subsidised; and
- the amount of FLSP funding spent by the organisation, including funds spent on program administration.

Learn Local organisations who opt-in to FLSP will be provided with the necessary template prior to the scheduled reporting period.

Agencies should provide the Department with complete and accurate data as per **Appendix A: Key program administration dates**. The Department may request additional information to verify data reported.

Agencies should obtain independent advice to ensure they comply with all of their confidentiality obligations, including the *Information Privacy Act 2000*.

6. What will happen in 2016?

From mid-2015, the Department will be conducting an evaluation of FLSP, to inform any changes to the program implemented in 2016.

Learn Local organisations that have received FLSP funds in 2014 and/or 2015 will be encouraged to participate in this process. Further advice on being involved in the evaluation will be circulated in early 2015 via a Participation Branch memo.

Appendix A: Key program administration dates

<p>January</p>	<p>Common Funding Agreements are negotiated individually with each participating Learn Local organisation.</p> <p>The Department transfers FLSP funding to participating Learn Local organisations and provides the reporting documents. Learn Local organisations return any funds not expended during the previous calendar year.</p>
<p>Throughout the year</p>	<p>Participating Learn Local organisations collect and record information on:</p> <ul style="list-style-type: none"> • the number of learners accessing support through FLSP; • for each learner, the number of days of occasional child care subsidised; • the name and Licence ID or Approved Service number of the approved children’s service subsidised; and • the amount of FLSP funding spent by the organisation, including funds spent on program administration.
<p>October - November</p>	<p>The Department invites Expressions of Interest for Learn Local organisations to participate in FLSP for the forthcoming calendar year. Learn Local organisations already funded through the Program will be asked to declare if they intend to opt-out.</p> <p>The Department reviews Expressions of Interest and calculates the funding available for each participating Learn Local organisation.</p>
<p>December</p>	<p>Learn Local organisations already participating submit:</p> <ul style="list-style-type: none"> • a completed Statutory Declaration by post to the Family Learning Support Program, Training Participation and Facilitation Division, Department of Education and Early Childhood Development, GPO Box 4367, Melbourne VIC 3001; and • the completed Department reporting form and the MS Excel file emailed to acfe@edumail.vic.gov.au.

Appendix B: Commonwealth Approved Child Care Benefit (CACCB)

The Commonwealth Approved Child Care Benefit (CACCB) is a payment made to families by the Australian Government to assist with the costs of child care. Families can claim CACCB for approved child care, or registered child care, or a combination of both.

Approved Child Care

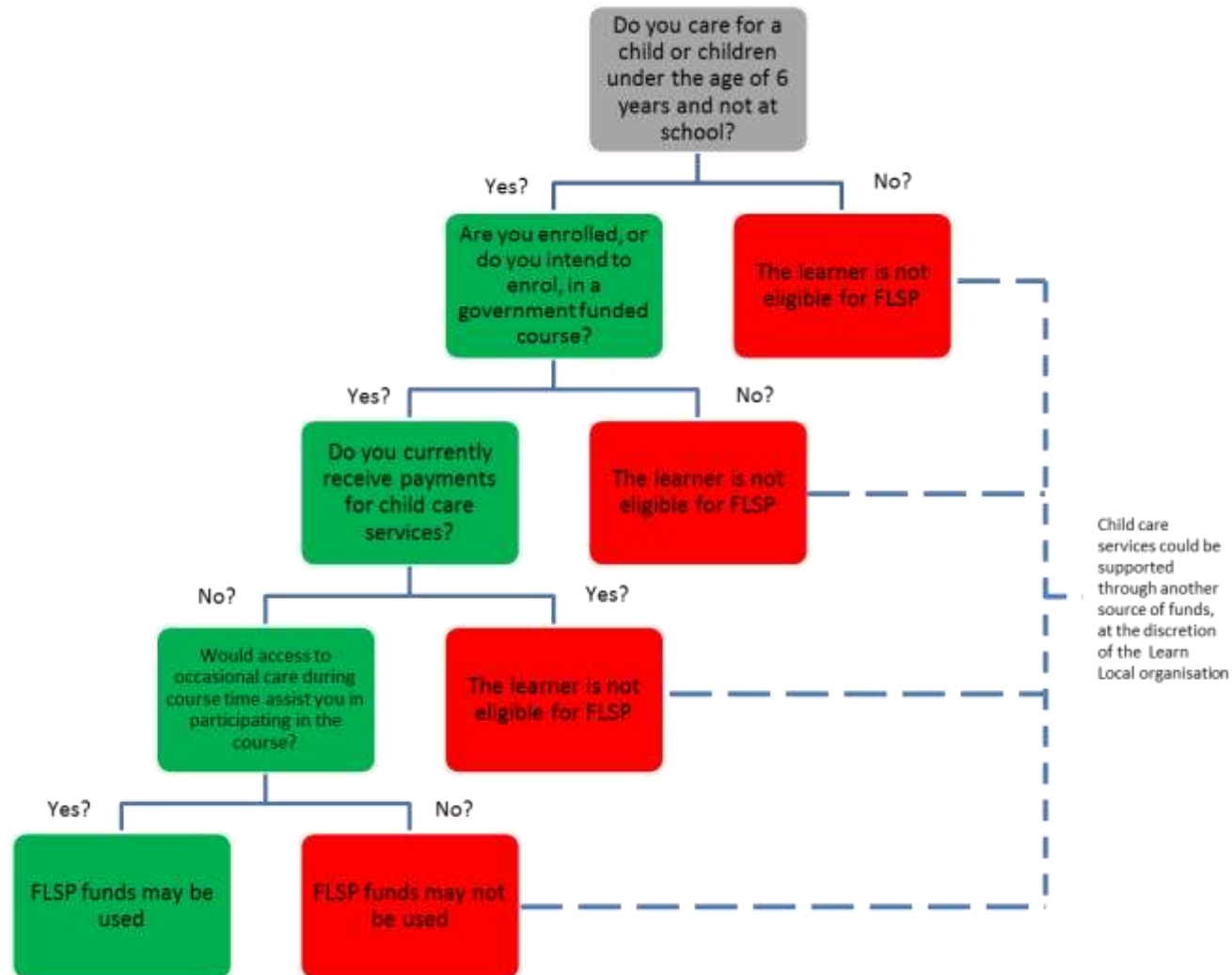
Approved child care includes long day care, family day care, in-home care, outside school hours care, vacation care and some occasional care services. Services are approved by the Australian Government to receive CACCB directly from the Family Assistance Office on behalf of eligible families.

The amount of CACCB received depends on their family income and the number and age of the children in approved care.

For more information on CACCB, go to:

- Family Assistance Office, Australian Department of Human Services on 136 150 or visit their website on <http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>
- Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Appendix C: Question and answer flowchart – determining whether to use FLSP



Related publications and useful websites

- *Learn Local: Focusing on the Future*, August 2013 (Department of Education and Early Childhood Development)
Download from:
<http://www.education.vic.gov.au/training/providers/learnlocal/Pages/future.aspx>
- *Neighbourhood House Coordination Program 2012–2015- Program guidelines and neighbourhood house sector information guide*, June 2012 (Department of Human Services)
Download: http://www.dhs.vic.gov.au/_data/assets/pdf_file/0009/647766/neighbourhood-house-coordination-program-guidelines-2012-2015.pdf
- *Guidelines and Criteria for Registration with the Adult, Community and Further Education Board*, July 2013 (Adult, Community and Further Education Board).
Download from:
<http://www.education.vic.gov.au/training/providers/learnlocal/Pages/network.aspx>
- *Information Privacy Act 2000* (Victorian State Government)
www.legislation.vic.gov.au
- *Health Records Act 2001* (Victorian State Government)
www.legislation.vic.gov.au
- DEECD's website outlining regulations and quality assessment
<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/default.aspx>

Frequently Asked Questions

1. How much funding will we get?

FLSP grants provided to participating Learn Local organisations depend on a range of factors, including the number of Learn Local organisations that participate in FLSP each year, the number of learners eligible for FLSP and the volume of training a Learn Local organisation delivers.

Funding allocations are reviewed and adjusted annually. As a guide of what your organisation may receive, the funding levels from 2014 are reproduced below:

Funding provided in 2014*

Funding	Days of learning	Funding	Approximate days of child care
Band 1	20>999	\$2,000	15
Band 2	1,000>1,999	\$3,750	30
Band 3	2,000>4,999	\$7,250	55
Band 4	5,000>9,999	\$10,500	75
Band 5	10,000>19,999	\$13,750	100
Band 6	20,000>49,999	\$18,500	150
Band 7	>50,000	\$27,750	210

*Funding for 2015 will vary depending on the number of Learn Local organisations that opt-in for FLSP.

2. How can the transition subsidy be used? (ACFE Child Care Program funded organisations only)

Owing to changes in funding levels following the transition to existing arrangements for FLSP, the ACFE Board provided some Learn Local organisations with transition subsidies in 2014. Transition subsidies will also be provided to these Learn Local organisations in 2015 if they opt-in to FLSP.

If your organisation was allocated a transition subsidy, this additional funding is subject to some flexibility and may be used to support any structural adjustments required as your organisation transitions to the new FLSP arrangements.

3. How do I provide feedback about the Program?

FLSP continues to be monitored by DEECD and the ACFE Board to ensure it supports as many learners as possible.

DEECD welcomes your feedback to ensure that the Program is effectively supporting learners to participate. Feedback can be directed to your Regional Office, or to: acfe@edumail.vic.gov.au.