Outside School Hours Care   
(OSHC) Establishment Grant  
Initiative

Round 4b Application Guidelines

July 2023

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# Introduction

The Department of Education (the Department) has developed these guidelines to support Round 4 (b) applicants to apply for a grant through the **Outside School Hours Care (OSHC) Establishment Grant initiative**.

Over four rounds, the Department is providing to 400 grants to government schools delivering primary aged education to expand current OSHC programs.

The initiative aims to expand existing OSHC services to providing more additional access to Victorian government school students.

**$7.5 million** is available as part of Round 4, with successful schools eligible to receive $35,000 to add before or after schools care component, $50,000 to add a Vacation Care and $75,000 to add two components.

There are many government schools that only offer one or two types of care, this grant provides an opportunity for services particularly services in rural and regional areas, in small schools and in specialist school settings to extend the current care therefore providing additional support to parents and carers to increase their participation in work, study, training or re-enter the workforce.

## Background

Launched in late 2020 as part of the State Government’s *2020 COVID-19 Recovery Budget,* the OSHC Establishment Grant initiative provides grant funding to Victorian government schools delivering primary aged education without an existing OSHC program. In 2021, this grant initiative was expanded to include existing OSHC service being able to extend their current offerings.

OSHC, where available, provides education and care for children outside school hours and during school holidays. By relieving parents of caring responsibility, OSHC facilitates workforce participation, particularly for women who are more likely to reduce the hours they work to care for children.

There are a significant number of Victorian children and families who are unable to access an OSHC service in their local community. In 2020, approximately 62% of Victorian government primary schools delivered on-site OSHC programs. To address the uneven access to OSHC services, the Andrews Labor Government is investing $81.6 million over four years (2021-2024) to support the establishment of new OSHC services at up to 400 Victorian government schools.

# 2. OSHC Establishment Grants - Expansion

The OSHC Establishment Grant initiative aims to improve the availability of OSHC services across Victoria, ensuring that all children and families can access programs on their school site or in their local area. The Youth Participation Unit (YPU) in Schools and Regional Services manages the grants program, including the application process, assisting successful recipients to manage their grant application, and supporting schools to set up and deliver their OSHC services.

**What is being funded?**

The OSHC Establishment Grant initiative has four applications rounds. Round 1 of the Initiative closed in February 2021, Round 2 closed in September 2021, Round 3 closed in September 2022 and Round 4 (a) closed in July 2023.

Within this Round (4b), the OSHC establishment grant initiative is funding currently established OSHC services to expand their current services that they provide to their community.

The Department will provide grants of up to $75,000 to support the expansion of existing OSHC services to provide new OSHC sessions, for at least 100 school sites. Schools that successfully receive a grant in this round will receive a one-off payment depending on the type of expansion indicated within the application.

Amounts are exclusive of GST.

Grants can be used towards establishment and operational costs, including any of the following:

* Staffing costs (wages/salary and benefits) of educators and administration staff.
* Program management and administration costs.
* Resources and/or equipment upgrades, e.g. toys, games, art supplies, sports equipment, books.
* Transport (for both government and non-government students).
* Food provision.
* Programs/activities to attract or retain enrolments, including incursions and excursions.
* Rent or hire fees (if the service is proposed to run off school premises).
* Training and professional development:
  + supporting educators to obtain required qualifications
  + professional development for staff involved in the delivery of services
  + networking or engaging with other services or professional bodies
  + purchasing training in specific areas relevant to service's needs (i.e. Indigenous children, cultural awareness training).
* Facility upgrades required to deliver an OSHC program, e.g. built-in storage, minor renovations, purchasing appliances such as a washing machine, dryer, refrigerator, fencing or gates, gardening, or natural environment, play equipment, shade sails.

***Note: schools should discuss any proposed upgrades with their contact at the VSBA prior to applying.***

OSHC services established utilising grant funding are expected to charge a fee for service and seek rebates through the Commonwealth Child Care Subsidy (CCS) scheme. Where successful applicants are proposing OSHC programs that are delivered by third party providers, local arrangements can be negotiated to transfer funding.

Example budgets have been included in **Figure 1** to support you in developing your application. These examples also detail the funding categories and limits.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Figure 1- Example BudgetsBudget example 1 – Adding before school care A school intending to add a before school care program. As part of the application process, schools are required to outline how they propose to spend the funding, with the expenditure broken down by category, i.e. the cost of an educator/coordinator would fall into the “Staffing costs” category.  **<NAME> PRIMARY SCHOOL OSHC EXPANSION GRANT BUDGET**   |  |  |  | | --- | --- | --- | | Funding category | Description | Cost | | STAFFING | 1 x staff member as coordinator (3hrsX$48.21) | $28,926 | | PROGRAMS/ACTIVITIES | Resources | $1000 | | FOOD | Groceries for food preparation | $1000 | | UTILITIES | Water/Electricity | $2000 | | MARKETING AND PROMOTION | New Signage for front of school | $2074 | | **TOTAL** | | **$35,000** |  Budget example 2 – adding Vacation Care A school intending to add a Vacation Care Program. Note that while a school is applying for funding and support to establish the Vacation Care Program, the school may already have a fully established Before and/or After School Care program. Schools may also wish to consider other local Vacation Care Programs or other schools around the area ‘cluster’ with to ensure the long-term viability and sustainability of the service.  **<NAME> PRIMARY SCHOOL OSHC EXPANSION GRANT BUDGET**   |  |  |  | | --- | --- | --- | | Funding category | Description | Cost | | STAFFING | 1 staff member as coordinator and staff member as an assistant educator | $40,000 | | ADMINISTRATION | Business Managers time per week | $2000 | | PROGRAMS/ACTIVITIES | Resources | $2000 | | FACILITIES UPGRADE | Purchase of storage | $2000 | | UTILITIES | Water/Electricity | $2000 | | ADMIN/EQUIPMENT COSTS | Mobile Phone for Excursions | $2000 | | **TOTAL** | | **$50,000** | |

## 

## Funding exclusions

OSHC Establishment Grants cannot be used to fund any of the following:

* Activities not related to the delivery of OSHC services.
* Major capital expenses.
* Activities that have already occurred, such as a service that has already been established, or expansion to provide sessions of care that are already offered.
* Transport other than from a school to an OSHC service, or for the purpose of an activity or excursion conducted by an OSHC service. That is, the funding cannot be used to transport children from home to OSHC or school.

# 3. Funding criteria

## Eligibility

Applicants must:

* Be a Victorian government school.
* Be delivering primary aged or special education (including primary schools, P-12 schools, specialist schools).
* Have permanent student enrolments.
* Not have been awarded any grant under a previous round of this initiative, including as a school involved in a cluster arrangement, unless the cluster arrangement is being dissolved.
* the school has an on-site OSHC service, but it does not offer each of before school care, after school care and vacation care (the school will need to demonstrate that existing provision is not sufficient to meet the school community’s needs) and wishes to do so.

In applying, schools will need to demonstrate the one or all of the following:

* There is demand for OSHC services amongst their school population and/or from neighbouring cluster schools (including the nature of that demand, e.g. before and after school care, holiday programs or both)
* That an OSHC service at their school would be unlikely to be viable without this grant funding.
* There is limited existing availability of OSHC services in their local area.
* The school is partnering with local government and/or non-government schools to increase the accessibility of their program.

## Assessment priorities

Applications will be assessed against detailed assessment criteria. Applications will be prioritised based on the initiative’s objectives, which include:

* Improving the availability of OSHC services across Victoria
* Supporting parents/carers, particularly women, to participate in the workforce.
* Schools adding after school care or before school care to an existing service
* Schools adding on-site vacation care where there is no vacation care service located close to the school that could reasonably be accessed by families (applicant will need to present evidence of this)

# 4. Considerations before applying

Applicants are encouraged to access the detailed information regarding establishing an OSHC service available in the [Policy and Advisory Library](https://www2.education.vic.gov.au/pal/outside-school-hours-care-decision-making-regarding-provision-oshc/policy).

Applicants should consider the following before applying.

## Demand for services

Applicants will be asked to demonstrate demand for the additional element of OSHC in the local community.

It is recommended that schools undertake a brief survey of parents/carers seeking information regarding their OSHC preferences and likely usage, including:

* interest in before and after school care and/or school holiday programs
* number of days utilising services

This information can be used to inform the design of the OSHC program and identify costs, as well as to support the application.

Your school may wish to adapt the Template OSHC School Survey to gauge the need for OSHC in your school’s community.

Schools seeking to expand existing OSHC provision will also need to demonstrate that the existing program does not meet the school community’s needs. For instance, a school applying to add vacation care to the service operating on their premises would need to demonstrate that no other vacation care services in the area are able to meet demand from students at their school.

## Model of service delivery

Applicants should consider whether a **school council** or **third-party provided OSHC** service will best meet the needs of the school/s and the participating children and their families. There are a range of costs and benefits of each model of service delivery.

Schools are encouraged to commence conversations with key stakeholders, including school councils, potential/current OSHC providers, parents/carers, potential cluster schools to determine the most appropriate approach.

A training module for school councils which outlines the steps to be taken for both school council-delivered and third party-delivered services is available at <https://lms.learneyo.com/DETSC/>.

More information about **third-party providers** operating in your local area is available at:

* [Australian Children’s Education and Care Quality Authority (ACECQA) National Register](https://eduvic-my.sharepoint.com/Users/shannontyrer/Library/Containers/com.apple.mail/Data/Library/Mail%20Downloads/C8221BCF-1AA3-4E4D-9318-85671C794851/ACECQA%20National%20Register%20of%20providers%20and%20services)
* [Starting Blocks](https://www.startingblocks.gov.au/find-child-care/)
* [Child Care Finder](https://www.childcarefinder.gov.au/)

You can also contact [oshc.central@education.vic.gov.au](mailto:oshc.central@education.vic.gov.au) for assistance in finding providers in your area, although this team is not able to assist in the process to appoint one.

## Readiness to deliver

Applicants will be asked to demonstrate their readiness to commence the Before or After Care program OSHC delivery by Term 1, 2024 or Vacation Care by the end of Term 1, 2024. It is recommended that as part of conversations with key stakeholders, including school councils and potential OSHC providers, schools discuss possible timeframes for delivery. It is important to consider a range of factors that may delay service delivery including:

* Procurement of a third-party provider to deliver the service.
* Recruitment of staff.

Schools may consider developing a project plan, outlining timelines for key milestones to demonstrate preparedness to deliver services as soon as possible following the receipt of approved grant funding.

There may be some exceptions to this timeframe where schools have a special case, i.e. if a school demonstrates a need to commence delivery earlier to meet existing need, or to commence later due to issues such as building works at the school.

# 5. How to apply

SmartyGrants is an online grants administration program that the Department uses to facilitate the OSHC Establishment Grant initiative. Grant applications can only be submitted online via [SmartyGrants](https://youthparticipation.smartygrants.com.au/).

The applications for Round 4 will be open from **9am, Monday, 10 July 2023** and close at **midnight (after 11:59pm)** **Sunday, 20 August 2023.**

Applications must address each of the criteria. Incomplete applications will not be considered. Once you have submitted your online application through SmartyGrants, you will not be able to change it or submit any additional documentation through the online form. If you wish to submit additional information or change a response, you can email [oshc.central@education.vic.gov.au](mailto:oshc.central@education.vic.gov.au) and request that the form be reopened.

Applications will be assessed, and applicants notified as soon as practicable. Further advice will be provided during the application process. As part of the assessment process applicants may be contacted by phone to discuss their application.

## Successful applications

Approved grant funding will be allocated to schools through the Student Resource Package (SRP) via a cash payment in Term 4, 2023.

Successful applicants will also receive information regarding reporting and financial attestation requirements.

## Unsuccessful applications

Following the conclusion of the assessment process, unsuccessful applicants will be notified of the outcome of their applications. Discussions will be had with unsuccessful schools to explore any possible opportunities to support schools moving forward.

# 7. Contact information

* For OSHC Establishment Grants enquiries and application support, please contact the OSHC Establishment Grants team, Youth Participation Unit:

Email: [oshc.central@education.vic.gov.au](mailto:oshc.central@education.vic.gov.au)

* For advice on the process for procuring a third party OSHC provider, please contact **Schools Procurement**:

Email: [schools.procurement@education.vic.gov.au](mailto:schools.procurement@education.vic.gov.au)

* For advice regarding licensing agreements between your school and a third-party provider, please contact **Legal Services.**

Email: [legal.services@education.vic.giv.au](mailto:legal.services@education.vic.giv.au)

* For information about provider/service approval requirements, please contact the **Quality Assurance and Regulation Division (QARD):**

Ph: 1300 307 415

Email: [licensed.childrens.services@education.vic.gov.au](mailto:licensed.childrens.services@education.vic.gov.au)

* For information about Child Care Subsidy (CCS) or the PRODA portal, please contact the Australian Government **Department of Education.)**.

Email: [CCSAssessments@education.gov.au](mailto:CCSAssessments@education.gov.au)

Website: [Become an approved child care provider - Department of Education, Australian Government](https://www.education.gov.au/child-care-package/child-care-subsidy/approval)

# Appendix A – Frequently Asked Questions

## Eligibility

**Can my school apply if we have previously had a Before School Care Program or Vacation Care Program that is no longer operating?**

Yes. If the service operated in the preceding two terms, information as to why it ceased operating is recommended to be included within the application process. If the service ceased in 2022 or earlier, no additional information would be required.

**Can my school apply if we have already started the process of adding a Before School Care or Vacation Care Program or both?**

Yes. If you have taken steps, for example, discussion with your current provider about adding one or both elements, you are eligible to apply until the service commences operation.

**Are schools with multiple campuses eligible?**

Yes. Separate campuses will be treated as distinct schools for the purposes of the grant. For instance, you can apply for the grant to support the costs of transporting children from one campus to another to attend OSHC.

## Applying for a grant

**What information needs to be supplied in the Funding Request section of the application?**

You must break the funding down by category or use. It is acceptable to have a single line item for staffing if no other expenditure is required to support the service. However, you cannot simply allocate the funding by who will receive it, i.e., you cannot allocate an amount just for the use of the provider with no description, as you must specify what it is intended to be used by the provider for.

If seeking to use a third party provider, they should be able to provide an itemised quote for your school.

SmartyGrants calculates the total amount of funding automatically by adding each line item entered. Any costs above the grant amount are expected to be met through fees or other sources of income, with the grant funding only helping towards the cost rather than covering the total expenditure.

If it is expected that establishing the service may cost more than the relevant cap, you may supply a full costing as an attachment to your application in SmartyGrants, but this is not required.

**How will I know if my application has been received?**

All applicants will receive a confirmation email when their application has been received. This will be sent to the primary email address given by the applicant during the application process. If you have applied, but have not received confirmation, please email [oshc.central@education.vic.gov.au](mailto:youth.participation@education.vic.gov.au) to check if your application has been received.

## Funding

**How will the grant funding be paid out in cluster school arrangements?**

The lead school will receive the approved grant funding in Term 4, 2023 through an offline SRP cash payment. If there are costs incurred by cluster schools in the delivery of the OSHC program (for example the cost of transporting students), the cluster school should invoice the lead school for the amount.

**Can approved grant funding be paid directly to third-party providers?**

All approved grant funding will be paid to lead schools. The Department will not directly transfer funds to third-party OSHC providers. Where a Licence Agreement is entered into by the school and the provider, a specialised version of the template is available for grant schools which includes funding details and conditions.

**Can I spend funding on upgrades to the school?**

The OSHC Establishment Grant Initiative is not intended for this purpose, but it is possible that some works may be required to improve a room or part of the school to an acceptable standard for OSHC.

Prior to applying schools should contact the Victorian School Building Authority at [vsba.school.funded@education.vic.gov.au](mailto:vsba.school.funded@education.vic.gov.au) to discuss the proposed upgrades, and ensure they are following all relevant VSBA procedures.

**Can grant funding be used to pay the salary of a school council employed staff member?**

Yes. Grant funding can be used to cover the cost of an educator/s to deliver the OSHC service, including locally employed staff. It would be expected that any salary costs related to work undertaken to deliver the OSHC program. For example, if a staff member was employed for 20 hours a week in the OSHC program and undertook other duties for the school for another 20 hours per week, grant funding could be used to cover fifty per cent of their salary.

The funding could also be used to cover the cost of school employees who perform administrative work in supporting the service, such as a Business Manager who assists with processing invoices.

**How should I calculate the cost of a staff member to run an OSHC service?**

When considering the salary, you should consider the following:

* The anticipated size of the service.
* Whether the staff member will have managerial responsibility or budgetary oversight.
* The qualifications held by the staff member.

When deciding whether the role is 1.0 FTE or part time, consider which session types (before school care, after school care, vacation care) will be offered, and what non-contact hours the staff member will require for preparation, programming, critical reflection, or supporting and supervising other staff, if multiple are required

We recommend that staff members be engaged at a 0.8 FTE unless only after school care is offered, in which case 0.6 could be considered. If all of before school, after school and holiday care are provided, the role should be 1.0 FTE.

Based on the duties, a diploma-qualified staff member running a service would be generally recommended at ES Level 1, Range 2 or 3.

**What are the financial acquittal requirements for a school receiving a grant?**

Schools are required to acquit their grant expenditure yearly for the full term of the grant funding.

Funding must be spent on the categories that are identified in the application. A small variation in allocation of funding, e.g., less than 10% change from the application is acceptable. Any variation greater than this requires approval from the OSHC Establishment Grants team and may require additional acquittal or justification.

For instance, if it was proposed to spend $5,000 on resources, but when establishing the service, you identify that you need to spend $12,000, you would be required to a) send an email to the grants team to receive approval, and b) if the service has already commenced, provide justification in the acquittal form. If you needed to spend $5,500, then this would be within 10% and no approval would be required.

A reporting template which should be used to guide the capture of information relating to both output and outcomes will be provided to successful schools.

**How do I arrange payments to a third-party provider?**

All grant funding will be distributed to lead schools, and it is the responsibility of the recipient school to transfer funding to the service’s provider.

A detailed accounting of the financial arrangement must be included in the Licence Agreement. A [customised version of the Department’s recommended Licence Agreement](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/oshc-decision-making-licence-agreement-template.docx) template with an additional section (Schedule 5) is to be used by successful schools. This customised version should not be used by schools who are not receiving grants as part of this program.

It is expected that providers will keep receipts, payslips etc that relate to any claims that they are making to the school for reimbursement. The provider should invoice the school for agreed costs incurred and provide evidence of this expenditure along with the invoice in arrears.

As part of the yearly acquittals process, the school is responsible for acquitting both its and the provider’s expenditure.

## Establishing a service

**If my school already operates an After School Care Program and Before School and/or Vacation Care funding is granted, am I required to go back out to EOI or can I just engage the provider I have?**

You will be required to check your previous EOI when you engaged your current provider. If you noted within that EOI that you were intending on operating a Before School Care Program and/or Vacation Care there is no requirement to go back out to the EOI. If you didn’t advertise that you were intending on operating a Before School Care Program and/or Vacation Care you will be required to go back out to EOI (your current provider can apply). You may also wish to consider a School Council Operated model for this element.

**What information is available for schools intending to operate the service through their school council?**

The Department has published guidance for schools on the Policy and Advisory Library (PAL). A direct link to the advice on PAL can be found [here](https://www2.education.vic.gov.au/pal/outside-school-hours-care-decision-making-regarding-provision-oshc/policy).

Successful schools will also be supported by the OSHC Establishment Grants team with written guidance, template documents, post-approval briefings and access to staff in regional offices who can support service establishment and delivery. These documents will be available in [a separate section of the Resources tab on the PAL advice for OSHC](https://www2.education.vic.gov.au/pal/outside-school-hours-care-decision-making-regarding-provision-oshc/resources).

**What should a school consider when deciding whether to engage a third-party provider or operate through school council?**

The school should consider the following:

* The ability of the school council to fulfil responsibilities such as hiring staff, monitoring service operation, and meeting regulatory requirements, budget and finance, and general service governance.
* The ability of the school council to successfully apply and administer Child Care Subsidy.
* Whether any providers can meet any specific service needs that the school population might have, or if providers’ philosophy or policies are compatible with the school’s expectations

**Should our service charge a parent fee?**

Yes. For the service to be eligible for Child Care Subsidy (CCS), the service must charge a parent fee. For a school council delivered service, the school council will determine the fee structure. Where the service is to be delivered by a third-party provider, they will determine the fee structure. Without charging a fee, the service would not become financially viable at the end of the funding arrangement.

**Can Year 7 or Year 8 students also attend the program?**

Regulated children’s services are considered to provide care for children up to the age of 13 years old. However, there may be reasons your service needed to support young people above that age, for example including older students with complex disabilities. Child Care Subsidy is not generally payable for children older than this, although there are possible exemptions in some circumstances, so parents/carers may be unable to claim the subsidy and therefore afford the service. Questions about these exemptions should be sent to the Australian Government, Department of Education at [CCSAssessments@education.gov.au](mailto:CCSAssessments@education.gov.au).

**Do I have to go through the Expression of Interest (EOI) process to engage a third-party provider?**

Yes. You must undertake a thorough and transparent process to appoint a provider and have this decision ratified by your school council. The Department has published guidance for engaging a provider on PAL, which can be found [here](https://www2.education.vic.gov.au/pal/outside-school-hours-care-decision-making-regarding-provision-oshc/guidance/plan-start-service-0).

You need to complete a transparent EOI process even if the OSHC will be established off-site, as the establishment will be making use of grant funding, also requiring a transparent process.

**How can I find an existing provider in my area, or a service close to my school?**

Approved OSHC services, and their providers, can be searched on the National Register which is located on ACECQA’s website: <https://www.acecqa.gov.au/resources/national-registers>

However, for more targeted searches, there are government-created and third-party websites which may be more user friendly, such as:

* Child Care Finder: <https://www.childcarefinder.gov.au/>
* Starting Blocks: <https://www.startingblocks.gov.au/>

You can also email [oshc.central@education.vic.gov.au](mailto:oshc.central@education.vic.gov.au) for assistance with connecting with providers operating in your area, or who may be willing to expand operations into your area.

After identifying potential providers, you may contact [schools.procurement@education.vic.gov.au](mailto:schools.procurement@education.vic.gov.au) for advice on the procurement process. You may also wish to contact other schools that have a third-party provider delivering OSHC at their school to seek their feedback.

**What approvals will I need to deliver OSHC through my school council, and who from?**

If the school council intends to operate the service, the school council will need to apply for provider approval under the *Education and Care Services National Law Act*. If you are outsourcing to an external provider, they will likely already hold this approval. Whoever is operating the service will need to apply for service approval.

These applications are submitted to Quality Assessment and Regulation Division, as the state Regulatory Authority, through the NQA ITS portal: <https://www.acecqa.gov.au/resources/national-quality-agenda-it-system>.

Fees are payable for these applications, and yearly for approved services. These can be claimed as expenses as part of a grant application. A list of fees can be found here: <https://www.acecqa.gov.au/resources/applications/indexation-of-fees>.

The service will also require approval to administer Child Care Subsidy (CCS). This subsidy is administered by the Australian Government through the Department of Education. An OSHC service is eligible for CCS if it operates within seven separate weeks per calendar year. If the service is delivered by the school’s council, then the school must apply for this approval.

Information on applying for this subsidy can be found here: <https://www.dese.gov.au/child-care-package/child-care-subsidy/applying-child-care-subsidy-approval>.

**Does the service have to offer before school, after school and vacation care?**

A service may operate any combination of hours and days per week to meet local needs. For instance, if the local need is only for after school care, or for 3 days per week, it is acceptable to operate a service which only operates during these hours. The only requirement is that the service operate for seven separate weeks per year to enable eligibility for CCS.

**Is it acceptable to change the way the service operates after the funding is approved?**

Yes. You can make changes to the operation of the service. Changes that you may wish to make could include:

* Changing the days of the week, length of care provided, or sessions (before school, after school, vacation care) offered from what was proposed.
* Transferring the service from one third party provider to another, or from a third party to a school council, or vice versa.
* Moving the service to a different part of your school grounds if it is more suitable.
* Entering a cluster arrangement with other schools after funding is approved, if the costs can be met with the funding awarded. Contact [oshc.central@education.vic.gov.au](mailto:oshc.central@education.vic.gov.au) if you would like to do this.

In some cases, changes to the service may need to be notified to Quality Assessment and Regulation Division (QARD), using the NQA ITS portal. If you are unsure whether this is required, email QARD at [licensed.childrens.services@education.vic.gov.au](mailto:licensed.childrens.services@education.vic.gov.au) or call 1300 307 415.

**What do I need to know about staffing a service at my school?**

If the service is delivered by your school council, you and your council will have the responsibility of hiring qualified staff. If you outsource to a third-party provider, that provider has this responsibility.

The service are required to have one educator present for every 15 children in attendance, or part thereof. One half the required educators needs to hold or be working towards a Diploma or equivalent qualification, with the remainder required to hold or be working towards at least a Certificate III or equivalent qualification. A complete list of these equivalent qualifications is published by [ACECQA](https://www.acecqa.gov.au/qualifications/requirements/working-in-OSHC-services), and includes several vocational and university qualifications.

If your school is in regional Victoria, there may be fewer qualified staff available. It is worth planning and consulting members of your local community to find out if anyone has the required qualifications or is willing to obtain them. The Government’s [Free TAFE](https://www.vic.gov.au/free-tafe) initiative includes several courses that are suitable for OSHC educators:

* Diploma or equivalent qualifications:
  + [Diploma of Early Childhood Education and Care](https://www.skills.vic.gov.au/s/coursedetails?type=course&keyword=Diploma+of+Early+Childhood+Education+and+Care&id=CHC50113&ft=1) (recommended)
  + [Diploma of Community Services](https://www.skills.vic.gov.au/s/coursedetails?type=course&keyword=Diploma+of+Community+Services&id=CHC52015&ft=1)
* Certificate III or equivalent qualifications:
  + [Certificate III in Early Childhood Education and Care](https://www.skills.vic.gov.au/s/coursedetails?type=course&keyword=Certificate+III+in+Early+Childhood+Education+and+Care&id=CHC30113&ft=1)
  + [Certificate IV in Community Services](https://www.skills.vic.gov.au/s/coursedetails?type=course&keyword=Certificate+IV+in+Community+Services&id=CHC42015&ft=1)
  + [Certificate IV in Youth Work](https://www.skills.vic.gov.au/s/coursedetails?type=course&keyword=Certificate+IV+in+Youth+Work&id=CHC40413&ft=1)
  + [Certificate III](https://www.skills.vic.gov.au/s/coursedetails?type=course&keyword=Certificate+III+in+Education+Support&id=CHC30213&ft=1) or [Certificate IV in Education Support](https://www.skills.vic.gov.au/s/coursedetails?type=course&keyword=Certificate+IV+in+Education+Support&id=CHC40213&ft=1)

You may also be able to find local training providers who offer one of the ACECQA-approved qualifications by searching for the qualification code or name at <http://www.training.gov.au>.

You can find more information about the Free TAFE initiative at <http://www.vic.gov.au/freetafe/>