



inspire education

# Long Day Care Professional Development Program



# FAQ

# Eligibility



## WHO IS ELIGIBLE TO RECEIVE FUNDING?

Funding is available for all 'Child Care Benefit' approved Long Day Care Centres, unless there is a previous written funding agreement with the Commonwealth as part of the Early Years Quality Fund (EYQF). Applications will only be accepted from eligible Long Day Care Providers.

Child care educators **CAN NOT** directly apply for funding as an individual whether they are working or seeking work in the child care industry. If you work for an eligible Long Day Care Service/Provider, your employer must apply to receive funding on behalf of yourself and other employees.

## I am a Child Care Provider but NOT a Long Day Care Service, can I apply?

Unfortunately, you will **NOT** be eligible for funding if you are a:

- ◆ Family Day Care Provider
- ◆ Preschool
- ◆ Outside-School Hours Care Provider
- ◆ Occasional Care Provider

## My service offers both Long Day Care and other Child Care Services, how does that affect my eligibility?

Only the time early childhood educators spend working in Long Day Care can be

counted towards Full Time Equivalent (FTE) employee numbers. FTE hours are based on a 38 hour work week.

The child care provider cannot include time educators spent working in other forms of care such as outside-school hours care or vacation care towards the number of Full Time Equivalent early childhood educators.

## Are Part Time Employees Eligible for Funding?

**Yes.** Funding will be allocated to child care services based on the number of Full Time Equivalent staff employed. The hours worked by eligible part time employees can be counted towards the number of FTE educators. FTE hours are based on a 38 hour work week.

## Are Support Staff Eligible for Funding?

**Only educators in a direct contact role with children are eligible to benefit from this program.** This may include the centre director.

Staff in direct contact roles must already hold or be working towards a relevant early childhood education and care qualification such as the [Certificate III in Early Childhood Education and Care](#) or [Diploma of Children's Services](#) in order to be eligible for funding.

# Funding

## CONDITIONS

### How Much Funding is Available per Early Childhood Educator?

- ◆ \$3750 for each eligible Full Time Equivalent educator
- ◆ \$4100 for each eligible Full Time Equivalent educator in outer regional centres
- ◆ \$4400 for each eligible Full Time Equivalent educator in remote and very remote areas

Child Care Providers can apply for an additional \$2300 per early childhood teacher the service employs, regardless of location.



### What is the Maximum Value of Funding for One Service/ Provider?

There is currently no indication of a maximum funding limit for any single Child Care Service/Provider. The maximum funding will be determined by the number of eligible Full Time Equivalent (FTE) employees each service employs.

Overall, the professional development fund will allocate up to \$200 million. This is broken down into:

- ◆ Base amount per FTE educator (to a maximum of \$170 million)
- ◆ An extra loading per early childhood teacher (up to \$15 million)
- ◆ An extra loading for outer regional, remote and very remote educators (up to \$15 million)

### What Can Funding be Used For?

Funding can be used to support a wide variety of professional development activities, provided they are consistent with the Early Years Learning Framework, National Quality Standards and align with your service's Quality Improvement Plan.

### How Will Funding Benefit Educators?

Funding can assist Educators with:

- ◆ The cost of obtaining mandatory early childhood qualifications such as the [Certificate III in Early Childhood Education and Care](#) or [Diploma of Children's Services](#)
- ◆ The cost of obtaining other relevant or approved child care or education qualifications on or off-site
- ◆ Paying for attendance at industry conferences suitable for professional development
- ◆ Other activities & expenses deemed appropriate by the Department of Education (must be approved in writing by the Department)
- ◆ Paying for minor resources and materials to support professional development, such as academic journals or teaching packs

# Funding

## How Will Funding Benefit Child Care Services?

Funding can be used by Child Care Services to:

- ◆ Purchase minor capital equipment such as information technology equipment (up to \$3000 per service)\*
- ◆ Pay for employee attendance at industry conferences suitable for professional development
- ◆ Pay for transport & accommodation costs related to attending activities or events for professional development
- ◆ Assist with the cost of backfilling positions while educators are away on approved training or other eligible activities in their professional development plan
- ◆ Purchase materials like academic journals, teaching packs and other minor resources to support the professional development activities of educators
- ◆ Other activities & expenses deemed appropriate by the Department of Education (must be approved in writing by the Department)

\* Services must demonstrate this is an essential requirement to help staff upgrade their qualifications, participate in eligible professional development activities and/or facilitate access to online training & courses.

## What Expenses and Activities are Excluded from Funding?

Your Child Care Service CAN NOT use funding from the program for:

- ◆ Wage increases



- ◆ Overtime payments
- ◆ Centre upgrades
- ◆ Major equipment purchases
- ◆ Overseas junkets
- ◆ Any previous training conducted

## Can Individual Employees Decide How to Use Their “Share” of Funding?

This is at the discretion of Child Care Services/Providers. Funding can be used however the Child Care Service/Provider decides, provided it is within the program guidelines.

Funding may be divided equally or proportionately among all eligible staff. Alternatively, the Child Care Service/Provider may decide certain individuals or groups of employees need different support and training outcomes to achieve the maximum benefit for their service and use funding accordingly. In this situation, some staff may participate in more, or receive a greater monetary value of training and professional development than others.

It is expected all eligible staff will benefit from the program.

# Applying

## HOW DO I APPLY?

You can apply through the [MyChild website](#) once applications open on 19th May 2014.

It is strongly advised the person completing the application read the full Program Guidelines and Agreement for Funding. The application is most easily completed using a laptop or desktop computer but is also compatible with tablets and smart phones.



## Who Should Complete the Application?

Only a person with the authority to commit a Child Care Service/Provider to the ongoing obligations required by a funding agreement should complete and submit an application.

The contact person nominated in the application *must* be a person who has authority to make binding decisions on behalf of your Child Care Service/Provider.

## I Operate Many Child Care Services, Should I Make Separate Applications for Each One?

Child Care providers operating **less than 10** services should complete a single application.

Child Care providers operating **more than 10** services may complete a separate application for each service.

The Education Department has also created a template so large providers (10+ services) can provide information for all services in a single application. This is intended to make the application process easier for you to manage.

If you'd like to make a single consolidated application, contact the Department of Education on **1800 020 212** or via email at [ldcpdp@education.gov.au](mailto:ldcpdp@education.gov.au). You'll need to provide your legal business name and ABN. Alternatively, complete and email a [request form](#) to the email address above.

## Can I Submit Multiple Applications for the Same Child Care Service?

**No.** Each service may only submit one application. If you are a provider operating multiple services, you can submit a separate application for each service, but you are only able to submit **one application per eligible Child Care Service**.

## Can I Track Progress of my

# Important Dates



## When Do Applications Open?

Applications open on **19th May 2014**.

## When Do Applications Close?

Applications close 5 pm AEST on **13th June 2014**.

## How Long Does My Service Have to Make Use of the Funding?

There is a maximum of 3 years, until 30 June 2017, to make use of any funding allocated to a service.

## What if My Service Has Funding Left Over at the End of the 3 Year Period?

Any unspent funds must be returned to the Government after the three year period ending 30 June 2017.

## When Will Funding be Paid?

If your service's application is successful, your Child Care Service will receive funding in three installments.

The second and third payments will be conditional on your Child Care Service submitting progress reports to account for the use of funding. This is intended to ensure allocated funding is used appropriately.



# More Information & Resources



## HELPFUL RESOURCES

For more information, contact the Department of Education on **1800 020 212** between 9am and 5pm AEST or email [ldcpdp@education.gov.au](mailto:ldcpdp@education.gov.au)

There is also an official fact sheet and other resources available:

- ◆ [Official Fact Sheet](#) (Department of Education Website)
- ◆ [Official FAQ](#) (Department of Education Website)
- ◆ [Department of Education LDCPDP Page](#)
- ◆ [MyChild Website LDCPDP Page](#)
- ◆ [Multi Service Application Form](#) (Department of Education Website)



## ABOUT INSPIRE EDUCATION

Inspire Education is a leading Australian Child Care Training Provider. We work with both child care providers and individual early childhood educators to achieve the best training outcomes.

*Every year Inspire Education help hundreds of early childhood educators achieve the training they need to work in the child care industry.*

**Please contact us today** to learn more about our two most popular child care courses and get our latest pricing and special offers:

- [Certificate III in Early Childhood Education and Care](#)
- [Diploma of Children's Services](#)

We can also offer a wide range of training programs which can enhance your child care service:

### [Certificate IV in Training and Assessment](#)

Australia's "Train the Trainer" course. Learn skills to conduct more effective on-the job training. Combine with childcare qualifications to become a professional childcare trainer.

### [Certificate IV in Work Health and Safety](#)

Teaches a professional Work Health and Safety skill set. Become a key member of a work Health & Safety Team. Learn how to contribute to hazard identification, risk assessment, risk control and more.

Enhance your child care service through premium Australian training programs. Customised training solutions available.

Phone: **1800 506 509**

Email: [enquiries@inspireeducation.net.au](mailto:enquiries@inspireeducation.net.au)

# More Information & Resources



## Sources

This FAQ was compiled with information from the following sources:

- <http://www.heraldsun.com.au/lifestyle/federal-government-allocates-200-million-to-improve-childcare-centre-staffing/story-fni0d7e4-1226905047597>
- [http://www.mychild.gov.au/pages/news\\_050514\\_LDCPDP.aspx](http://www.mychild.gov.au/pages/news_050514_LDCPDP.aspx)
- <http://www.education.gov.au/long-day-care-professional-development-programme>
- <http://www.theaustralian.com.au/national-affairs/m-redirecated-from-wages-to-childcare-training/story-fn59niix-1226905992097#>
- [http://www.mychild.gov.au/pages/news\\_050514\\_LDCPDP.aspx](http://www.mychild.gov.au/pages/news_050514_LDCPDP.aspx)
- <http://www.education.gov.au/long-day-care-professional-development-programme>
- [http://www.earlychildhoodaustralia.org.au/early\\_childhood\\_news/early\\_childhood\\_news/may-media-release-professional-development-fund-a-boost-to-early-childhood-sector.html](http://www.earlychildhoodaustralia.org.au/early_childhood_news/early_childhood_news/may-media-release-professional-development-fund-a-boost-to-early-childhood-sector.html)
- <http://medianet.com.au/releases/release-details?id=800880>
- [http://docs.education.gov.au/system/files/doc/other/lcpcdp\\_faqs.pdf](http://docs.education.gov.au/system/files/doc/other/lcpcdp_faqs.pdf)

Disclaimer: While every attempt has been made to provide accurate and helpful information, Inspire Education makes no promises or guarantees of any kind. Use this information at your own risk. For more information about the Long Day Care Professional Development Programme, please contact the Australian Department of Education on 1800 020 212.

