

Incentives for Early Childhood Teachers in Long Day Care

Guidelines for Applicants

Program Information

The *Incentives for Early Childhood Teachers in Long Day Care* scheme was developed to increase children's access to a quality kindergarten program in the year before they commence school. Many children miss out on a kindergarten program because they attend a long day care centre that does not employ a qualified early childhood teacher. The scheme provides an incentive payment to qualified early childhood teachers who take up employment in a long day care centre.

Incentive Packages of up to \$12,000 are available to early childhood teachers working in a funded kindergarten program in a long day care centre. Successful applicants will be required to continue to work for two years as an early childhood teacher in a funded kindergarten program in a Victorian long day care centre.

Early childhood teaching is a stimulating and rewarding career in any setting; however working in a long day care centre can have significant additional benefits. Early childhood teachers in long day care are able to work as part of a team of staff committed to the care and education of children aged from birth.

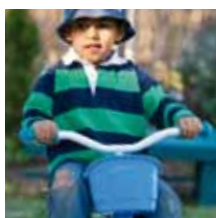
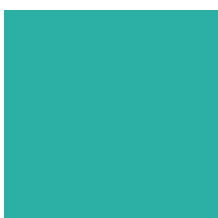
Who can apply for an Incentive package?

Applications are invited from people who have secured a position as an early childhood teacher in a funded kindergarten program in a Victorian long day care centre. Applicants must have completed a qualification that is an approved early childhood teaching qualification in Victoria.

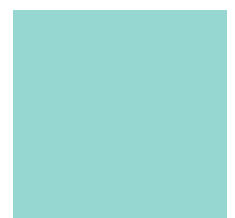
Applicants are advised to check that their early childhood teaching qualification is on the list of qualifications approved for employment in a Victorian licensed children's service. A list of Victorian approved qualifications can be found at www.education.vic.gov.au/careers/earlychildhood/

Applicants must:

- Be an Australian citizen or a permanent resident of Australia
- Have a demonstrated interest and commitment to working in a long day care centre
- Have commenced employment as an early childhood teacher in a funded kindergarten program in a Victorian long day care centre no earlier than April 2009
- Have the support of their employer



Every
child,
every
opportunity



Selection Process

You must complete all sections of the application form and submit this with other required documentation. You will be advised of the receipt of your application.

Please note that missing information can delay or prevent the processing of your application.

All eligible applicants will be considered.

Incentives are limited and will be granted at the discretion of the Department of Education and Early Childhood Development.

For more information contact 1300 651 662 or early.years.workforce@edumail.vic.gov.au

Application Documentation

The following documentation must be submitted:

- Application form
- Certified copy of Academic Transcripts for all qualifications claimed on your application. (An Academic Transcript is an official document which states your course, subjects and results. Copies of Academic Awards will not be accepted). **
- Employer Form completed by your employer to support your application
- Two (2) Referee Report forms

Employer Form and Referee Report proformas are available for download at:

www.education.vic.gov.au/careers/earlychildhood/

Please note that this application and any supplementary documentation will become the property of the Department of Education and Early Childhood Development and may not be returned.

If the documents are in a previous name, submit a certified copy of documentary evidence of name change e.g. marriage certificate, deed poll.

Condition of Grant

Formal Agreement

Successful applicants must enter into a formal agreement with the Department of Education and Early Childhood Development. The formal agreement will include, but will not be limited to, the Conditions of Grant outlined in these guidelines.

Break in employment

If the successful applicant ceases employment for any reason they must notify the Department immediately. The Department will then consider the circumstances and determine if all or part of the Incentive Package payment must be returned.

Participation in data collection

In order to assist in the collection of data with regard to workforce planning, successful applicants must provide their contact details to the Department for a period of 5 years. Information may be sought from successful applicants over this period for the purpose of analysing the effectiveness of the scheme and to inform future workforce policies and programs.

Taxation

The incentive payment is likely to be characterised as taxable income, and the Department has an obligation under the **Tax Administration Act** to withhold tax on the Incentive.

Submitting Applications

Applications should be addressed to:

Project Officer -
Scholarships and Incentives
Early Childhood Strategy Division
Department of Education and Early Childhood Development
GPO Box 4367
Melbourne, Victoria 3001

For more information contact 1300 651 662 or early.years.workforce@edumail.vic.gov.au

Privacy Statement

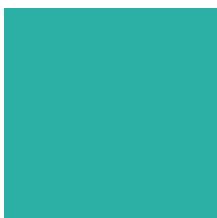
The personal information which is provided in this application form will be stored securely on Department of Education and Early Childhood Development property in accordance with the requirements of the Public Records Act 1973 and the Information Privacy Act 2000. It will only be accessed by the Department of Education and Early Childhood Development for the purposes of allocating scholarships and the development of research based policy relating to the children's services workforce.

Applicant Checklist

Your application cannot be assessed unless all sections of the application form have been completed, and all additional documentation has been provided.

Completed Application Form	<input type="checkbox"/>
Certified copies of Academic Transcripts	<input type="checkbox"/>
Referee Reports	<input type="checkbox"/>
Employer Form	<input type="checkbox"/>

** These must be certified as being true and correct copies of originals by either the issuing body or by those people qualified to accept a statutory declaration e.g. police, pharmacists, doctors, accountants etc. Do not submit original documents.



Every child, every opportunity



Application Form

1. Personal Information

Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Title	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Family Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Given Names	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female														
Are you an Australian citizen or permanent resident of Australia?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>														
Are you of Aboriginal or Torres Strait Islander origin?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>														
Do you speak a language other than English at home?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>														
If yes, what language do you speak?																		

2. Address and Contact Information

Postal Address

Address Line 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>											

Permanent Address Same as above

Address Line 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>											

Contact Information

Private Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Business Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Telephone:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Facsimile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Details of Current Employment

Current Position Title (e.g. early childhood teacher)

Work Details

Name of Service

Phone Number

Address of Service

Name and Title of Contact Person (e.g. Childcare Centre Coordinator)

Name and Title

Phone Number

Name and Address of Current Employer (if different from Service address)

Name of Employer

Phone Number

Address of Employer

How long have you been employed as an early childhood teacher in your current position?

What was the date that you commenced employment in your current position?

What is your employment status?
(e.g. permanent full-time, permanent part-time, contract, casual etc.)

If employment status is Contract, what are the start and end dates?

Start Date / / End Date / /

How many hours per week are you employed in this position?

What award or employment agreement are you employed under?

Does the long day care centre in which you are currently working have a funded kindergarten program? Yes No

Do you work as an early childhood teacher in another location? Yes No

If yes please provide details below

Position Title (e.g. early childhood teacher)

Work Details

Name of Service

Phone Number

Address of Service

Name and Title of Contact Person (e.g. Childcare centre coordinator)

Name and Title

Phone Number

4. Previous Employment History

How long have you been working in Children's Services (years)?

Please provide details of previous positions held in Children's Services

Position Title	Name of Service	Date Commenced	Date Completed

5. Academic Record

Please provide certified copies of all academic transcripts.

An academic transcript is an official document which states your course, subjects and results.

Do not submit original documents. Please note that this application and any additional documentation will become the property of the Department of Education and Early Childhood Development and may not be returned.

Full Name of Qualification	Duration (years)	Full Name of Institution	State/ Country	Date Commenced Study	Date Completed Study	Full or Part-Time (FT/PT)

6. Personal Statement

Please attach responses on additional pages. Ensure your name is clearly marked on attachments.

- Give your reasons for wanting to work as an early childhood teacher in a long day care centre.
- Provide some examples of your skills and experience to support this application. Include specific examples of how you and the service in which you work engages and reflects the context and needs of the children who attend the long day care centre and how the service engages their families and communities.

7. Other Funding

Have you received financial support from the Department of Education and Early Childhood Development in the past 2 years?

Yes

No

If yes, please provide your vendor number (if known)

Have you received or applied for funding from another source? e.g. Employer, Professional body etc.

Yes

No

If yes please attach details

8. Referee Report

Applicants are required to provide a written reference to support their application. The reference should be provided by:

- A member of academic staff from the university where you completed your qualification, a placement supervisor, or an early childhood teacher with whom you have worked; or
- A current or former employer.

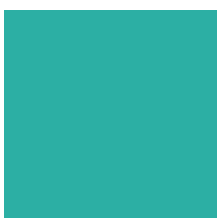
Your referee must complete the Referee Report Form which is available at <http://www.education.vic.gov.au/careers/earlychildhood/>

To the best of my knowledge the information I have provided is true and correct. I have read the Guidelines for Applicants and agree to abide by the criteria for applicants. I understand that incentives are allocated at the discretion of the Department of Education and Early Childhood Development and that the decision of the Department is final.

Applicant Name

Signature

Date



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