

Early Childhood Intervention New Graduate Incentive

Guidelines for Applicants

Program Information

Incentives of up to \$6000 are available for recently graduated professionals working in early childhood intervention. The Early Childhood Intervention New Graduate Incentive Scheme aims to support recently graduated professionals who have commenced employment in an organisation funded by the Department of Education and Early Childhood Development (DEECD) to deliver early childhood intervention services.

Early childhood intervention services support children with a disability or developmental delay and their families from birth to school entry. They provide special education, therapy, counselling, service planning and coordination, assistance and support to access services such as kindergarten and child care. Services are tailored to meet the individual needs of the child and their family and are focused on supporting the child in their natural environments, in their everyday experiences and activities. These services are funded by DEECD and delivered by Specialist Children's Services teams and other organisations.

Incentive recipients will be required to enter into an agreement with the DEECD to work for a minimum of two years in an organisation funded by DEECD to deliver early childhood intervention services.

Who can apply for an incentive?

Applications are invited from recently graduated professionals who have secured employment in an organisation funded by DEECD to deliver early childhood intervention services.

Incentives are available for staff who have graduated no more than two years prior to the application date and who have commenced employment no earlier than one year prior to the application date.

Professionals eligible to apply for an incentive may include:

- Dieticians
- Early Childhood Teachers
- Physiotherapists
- Psychologists
- Occupational Therapists
- Speech Pathologists
- Social Workers
- Parent Advisors for the Hearing Impaired

Applicants must:

- Be an Australian citizen or a permanent resident of Australia
- Have a demonstrated interest and commitment to working in early childhood intervention
- Have secured employment in an organisation funded by DEECD to deliver early childhood intervention services
- Have commenced employment in early childhood intervention no earlier than one year prior to the application date
- Agree to enter into a formal agreement with the DEECD
- Have not previously worked in an early childhood intervention service.

All eligible applicants will be considered.



Every
child,
every
opportunity



Conditions of Grant

Formal Agreement	Successful applicants must enter into a formal agreement with the Department of Education and Early Childhood Development (the Department). The formal agreement will include, but will not be limited to, the Conditions of Grant outlined in these guidelines.
Continued employment	Successful applicants are required to remain employed within a Department funded early childhood intervention service for a minimum of two years. Applicants unable to fulfil this condition of the incentive may be required to return payments to the Department.
Changes of service or break in employment	If the successful applicant ceases employment or changes their working arrangements 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 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 five 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 payment.

Selection Process

Applications for incentives will be assessed against the following criteria

- The applicant's understanding of early childhood intervention practice
- The applicant's demonstrated interest in, and commitment to early childhood intervention.

Application Documentation

The following documentation must be submitted:

- Completed application form
- Curriculum Vitae
- Certified copy of academic transcript for relevant undergraduate study*
- Evidence of your current employment and a letter of support from your Supervisor, Manager or CEO.

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

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

Please note this application and any supplementary documentation will become the property of the Department and may not be returned.

**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.





How to apply

For more information including closing dates visit www.education.vic.gov.au/careers/earlychildhood

Submitting Applications

Applications should be marked CONFIDENTIAL and signed and submitted by post, courier or email. Please ensure you have enclosed all the required information.

Applications should be addressed to:

Project Officer
Early Childhood Intervention Workforce
Early Childhood Strategy Division
Office for Children and Portfolio Coordination
Department of Education and Early Childhood Development
GPO Box 4367
Melbourne, Victoria 3001
or email early.years.workforce@edumail.vic.gov.au

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

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 incentives and the development of research based policy relating to the Early Childhood Intervention Workforce.

Documentation checklist

- Completed Application Form
- Curriculum Vitae
- Letter from employer confirming your current employment
- Certified copy of academic transcript

Contact us

For more information visit: www.education.vic.gov.au/careers/earlychildhood
email early.years.workforce@edumail.vic.gov.au
or telephone 1300 651 662

Application Form - Early Childhood Intervention New Graduate Incentive

Applicant Details

Family Name

Given Name

Date of Birth

Gender (✓)

male

female

Are you an Australian citizen or permanent resident of Australia? (✓)

yes

no

Are you of Aboriginal or Torres Strait Islander origin? (✓)

yes

no

Do you speak a language other than English at home? (✓)

yes

no

If yes what language do you speak

Contact details

Address

Suburb

State

Postcode

Phone number

Mobile phone number

Email address

Employment

Current position title

Name of employer

Address

Suburb

State

Postcode

Phone number

Contact person and title

Phone number

What date did you commence your current position?

How many hours per week do you work in early childhood intervention at this service?

If you are employed in another position in addition to the one listed above please provide the name of your other employer position title and number of hours worked: