

# Incentives for Early Childhood Teachers in Rural Sessional Kindergarten

## Guidelines for Applicants

### Program Information

The Department of Education and Early Childhood Development provides support for children to participate in a quality kindergarten program delivered by a qualified early childhood teacher in the year before they commence school. While most kindergartens are able to recruit qualified early childhood teachers, some rural kindergartens experience difficulty recruiting suitably qualified staff. To address this issue the Victorian Government has offered financial incentives to early childhood teachers to take up employment in rural Victoria since 2006. Successful applicants must agree to maintain employment in a rural kindergarten for two years.

Incentives for Early Childhood Teachers in Rural Sessional Kindergarten are a one-off payment awarded on application basis to early childhood teachers who have secured a position in a funded kindergarten program in rural Victoria.

Rural Victoria is defined as any location in the following Department of Education and Early Childhood Development Regions: Loddon Mallee, Gippsland, Grampians, Barwon-South Western, Hume.

Incentives of up to \$6,000 are available to qualified early childhood teachers who started work in a rural kindergarten no earlier than April 2009. Successful applicants must commit to working in a rural kindergarten for a minimum of two years.

To apply for an Incentive complete the Incentive for Early Childhood Teachers in Rural Sessional Kindergarten application form and submit this with other required documentation.

### Who Can Apply for An Incentive package?

People who started working in a rural kindergarten no earlier than April 2009 can apply. Applicants must have completed a qualification that is an approved early childhood qualification in Victoria.

Applicants are advised to check that their 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/](http://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 rural kindergarten
- Have commenced employment in a funded kindergarten program in rural Victoria no earlier than April 2009
- Have not previously worked as an early childhood teacher in a funded kindergarten program in rural Victoria.



Every  
child,  
every  
opportunity





## Selection Process

You must complete and submit all sections of the application form.

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.

## Conditions of Grant

### Formal Agreement

Successful applicants must enter into a formal agreement with the Department of Education and Early Childhood Development to work in a funded kindergarten service in a rural region for a minimum of two years.

The formal agreement will include, but will not be limited to, the Conditions of amount outlined in these guidelines.

### Continued employment

Successful applicants are required to continue employment in a funded kindergarten program in a rural region for a period of two years.

The applicant will be required to provide evidence of employment as outlined in the key selection criteria.

Applicants unable to fulfil this condition of the incentive may be required to return the incentive funding 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 advise the Department within two weeks of the changed employment

arrangements. The applicant will be required to provide evidence of the new employment arrangements to the satisfaction of the Department.

### Participation in data collection

In order to assist in the collection of data with regard to workforce planning in the kindergarten sector and in particular rural workforce planning, it is a further condition that successful applicants provide their contact details to the Department for a period of 5 years. Information may be sought from successful applicants over this period and will be used to inform future policies relating to workforce issues and possible rural incentive offers in the future.

## 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](mailto: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
- Certified copies of Academic Transcripts
- Attached Personal Statement
- Employer Form





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?

Does the rural kindergarten in which you are currently working have a funded kindergarten program?

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?

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.

- Outline your commitment to working in a rural kindergarten.
- 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 kindergarten 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. Employer Statement

Applicants are required to submit an employer form with their application. Applicants must request that their employer provide their comments using the Employer Form which is available at: [www.education.vic.gov.au/careers/earlychildhood/](http://www.education.vic.gov.au/careers/earlychildhood/)

## 9. 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.

Signature

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

Date



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