The Early Childhood Qualifications Fund provides support for existing licensed children's services and approved education and care services staff to attain or upgrade an early childhood qualification.

Successful applicants will be required to enter into an agreement to successfully complete the qualification and, upon completion, work for a minimum period of time in a licensed children's service or approved education and care service.

Who can apply?

Applications are invited from early childhood educators currently employed in licensed children's services and approved education and care services in Victoria who are enrolled in a course leading to an approved early childhood qualification.

Primary teachers who wish to attain an early childhood teaching qualification are also eligible to apply.

Applicants are advised to check that the qualification they intend to undertake is a qualification that is approved for employment in a licensed children's service or approved education and care service in Victoria.

A list of 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
- Be employed in a Victorian licensed children's service or approved education and care service*
- Have been accepted into a course leading to an approved early childhood qualification
- Have a demonstrated interest in and commitment to working in a licensed children's service or approved education and care service

* Qualified primary teachers not employed in a licensed children's service or approved education and care service are also eligible to apply.

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

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.

Support is limited and will be granted at the discretion of the Department of Education and Early Childhood Development.

The following documentation must be submitted:

• Application Form
• A certified copy of Academic Transcripts for all qualifications claimed on your application (an Academic Transcript is an official document which states your course, subject and results. Copies of Academic Awards will not be accepted).*
• A certified copy of the Offer or other Proof of Enrolment from the RTO or tertiary institution at which you will study.*
• Employer Form.
• Evidence of fees.

The Employer Form is available for download at:


Please note that this application and any supplementary documentation will become the property of the Department 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.

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
☐ Employer Form
☐ Proof of Enrolment/Offer Letter*
☐ Academic Transcripts*
☐ Evidence in the form of a statement or receipt from the training organisation, university of the total fees to complete your course.

* 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.

Submitting Applications

Applications should be addressed to:
Project Officer – Early Childhood Qualifications Fund
Early Childhood Strategy Division
Department of Education and Early Childhood Development
GPO Box 4367
Melbourne, Victoria 3001
Or email: early.years.workforce@edumail.vic.gov.au

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

All applications submitted via email must be submitted in either MSWord or PDF formats.
Conditions of Grant

**Formal Agreement**
Successful applicants must enter into a formal agreement with the Department. The formal agreement will include, but will not be limited to, the Conditions of Grant outlined in these guidelines.

**Break in Studies**
If the recipient ceases studying for any reason without having completed their qualification, they must notify the Department immediately.

**Satisfactory Progress**
Recipients must maintain satisfactory progress throughout their course of study. If the recipient fails to maintain satisfactory progress, support may be withdrawn and repayment may be required.

**Completion of Study**
Upon successful completion of the course, recipients will be required to work for a minimum period of time (depending on the qualification completed) in a licensed children’s service or approved education and care service in Victoria.

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

**Taxation**
Scholarship payments are likely to be characterised as taxable income, and the Department has an obligation under the *Tax Administration Act* to withhold tax on the scholarship.

**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.
## Application Form

### Personal Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Family Name</th>
<th>Given Names</th>
</tr>
</thead>
</table>

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?

### Address and Contact Information

<table>
<thead>
<tr>
<th>Postal Address</th>
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<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Suburb</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>Same as above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td>State</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Telephone</th>
<th>Business Telephone</th>
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</thead>
<tbody>
<tr>
<td>Mobile Telephone</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
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</table>

### Details of Current Employment

<table>
<thead>
<tr>
<th>Current Position Title (e.g. qualified childcare worker)</th>
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<tbody>
<tr>
<td>Name of Service</td>
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<tr>
<td>Service Telephone Number</td>
</tr>
<tr>
<td>Service Email Address</td>
</tr>
<tr>
<td>Service Address</td>
</tr>
</tbody>
</table>

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

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*All questions on the application form must be completed. Incomplete applications will be returned.*
Details of Current Employment

What is your employment status?  
- permanent full-time
- permanent part-time
- contract
- casual

How long have you worked in children’s services? (no. of years)

How long have you worked in your current position? (no. of years)

What date did you commence your current position?

How many hours per week do you work at this service?

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.

<table>
<thead>
<tr>
<th>Full Name of Qualification</th>
<th>Duration (years)</th>
<th>Full Name of Institution</th>
<th>State/Country</th>
<th>Date Commenced Study</th>
<th>Date Completed Study</th>
<th>Full or Part-Time (FT/PT)</th>
</tr>
</thead>
<tbody>
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</table>

Study Proposal

Course Code  Course Title

What is the name of the RTO or tertiary institution at which you will study?

What is the commencement date of your course?

What is the expected completion date of your course?

What is your study load?  
- Full time
- Part time

What is your study mode?  
- On Campus
- External
- Online

What are your course fees for the entire course?  

PROVIDE EVIDENCE IN THE FORM OF A STATEMENT OR RECEIPT FROM THE TRAINING ORGANISATION/UNIVERSITY OF THE TOTAL FEES TO COMPLETE YOUR COURSE.

Personal Statement

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

• Give your reasons for undertaking further study and how obtaining support will assist you in this.
• Provide a statement outlining your skills and experience to support this application.

Employer Form

Applicants are required to provide a completed Employer Form. Your employer is required to indicate their support for your participation in the scheme.

The Employer Form is available at www.education.vic.gov.au/careers/earlychildhood
Primary teachers not working in a licensed children’s service or approved education and care service are not required to submit an Employer Form.

Other Funding

Have you received or applied for funding to complete your qualification from another source?  
- Yes
- No
If yes, please attach details.

Have you received financial support from the Department in the past?  
- Yes
- No
If yes, please attach details.

All questions on the application form must be completed. Incomplete applications will be returned.
The support available to you will depend on the type of qualification you will undertake. Please complete the table below indicating the qualification you are undertaking.

<table>
<thead>
<tr>
<th>Qualification (tick one only)</th>
<th>Support Available (tick one only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Early Childhood Teaching Degree</td>
<td>Scholarship (up to $12,000)</td>
</tr>
<tr>
<td>☐ Diploma of Children's Services</td>
<td>Scholarship (up to $3,000)</td>
</tr>
<tr>
<td>☐ Diploma in Outside School Hours Care</td>
<td>Scholarship (up to $3,000)</td>
</tr>
<tr>
<td>☐ Certificate III in Children's Services</td>
<td>Scholarship (up to $1,000)</td>
</tr>
<tr>
<td>☐ Certificate IV in Outside School Hours Care</td>
<td>Scholarship (up to $1,000)</td>
</tr>
<tr>
<td>☐ Advanced Diploma of Children's Services</td>
<td>Scholarship (up to $3,000)</td>
</tr>
<tr>
<td>☐ Graduate Diploma in Early Childhood Education (for staff employed in a licensed children's service or approved education and care service)</td>
<td>Scholarship (up to $5,000)</td>
</tr>
<tr>
<td>☐ Graduate Diploma in Early Childhood Education (for primary teachers)</td>
<td>Scholarship (up to $5,000)</td>
</tr>
<tr>
<td>☐ 4th Year of Early Childhood Teaching Degree</td>
<td>Scholarship (up to $3,000)</td>
</tr>
<tr>
<td>☐ Postgraduate Qualification</td>
<td>Will be determined on individual basis</td>
</tr>
</tbody>
</table>

I agree to have my name used in promotional material about the Early Childhood Qualifications Fund. ☐ Yes ☐ No

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 support is 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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**Submitting Applications**

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GPO Box 4367 Melbourne, Victoria 3001

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