

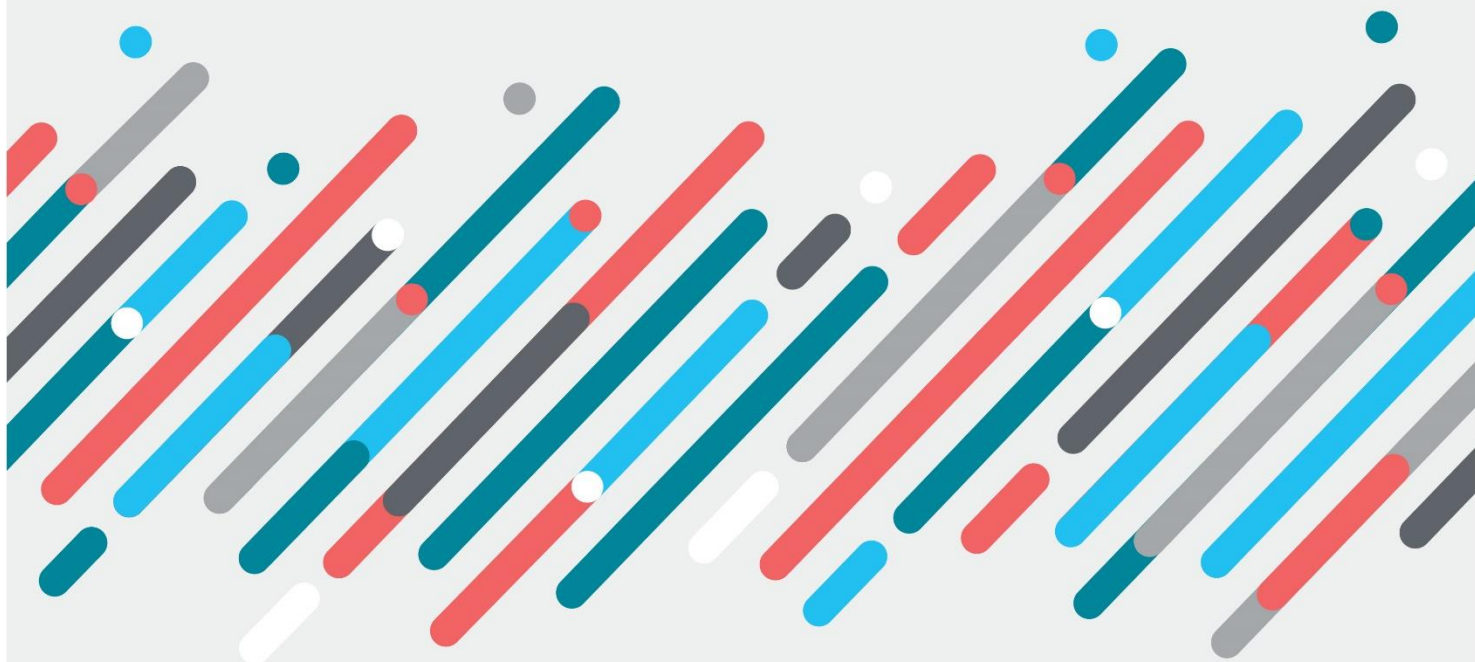


Australian Government
Department of Education

Early Childhood Education and Care (ECEC) Workforce

Practicum Exchange Living Allowance

Grant Opportunity Guidelines (2024-2025)



ECEC Workforce

Practicum Exchange Living Allowance Guidelines

Opening dates:	13/01/2025
Closing dates:	14/03/2025
Commonwealth policy entity:	Department of Education
Enquiries:	If you have any enquiries, please contact ececgrants@deloitte.com.au
Date guidelines released:	09/12/2024
Type of Grant opportunity:	Demand-driven (Eligibility-based)

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ECEC Workforce – Practicum Exchange Living Allowance Grant processes

The Early Childhood Education and Care (ECEC) Workforce measures are designed to achieve the Australian Government’s objectives

The ECEC Workforce measures include grant opportunities for the Practicum Exchange Living Allowance which contributes to the Department of Education’s Outcome 1. The Department of Education (the department) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles](#)



The grant opportunity opens as per the dates on Page 2

The department will publish the grant guidelines on [GrantConnect](#).



ECEC Providers submit a grant application electronically on behalf of the ECEC employee



Confirmation of Exchange occurring

Confirmation of exchange agreements for ECEC employee-educators and ECEC services has been agreed to and organised by all the relevant parties



The grant application is checked

The department will check the application against eligibility criteria.



Grant decisions are made

The decision maker (delegate) makes a decision about the grant(s)



The department notifies the ECEC Provider of the outcome



Grant Outcome and Agreement letter

A simplified grant agreement setting out the terms and conditions for the grant will be provided to successful grant applicants.



Delivery of the grant

The ECEC Provider undertakes the grant activity as set out in the Grant Agreement. Providers are required to acquit the grant funding within 6 months and demonstrate that the activity has been undertaken and keep accurate records.



Evaluation of the ECEC Workforce Practicum Exchange Living Allowance Grants

The department will evaluate the specific grant activity and program. The evaluation will be based on the information provided by ECEC Providers and information the department collects from various sources.

1. Introduction

These guidelines contain information for the Practicum Exchange Living Allowance (PELA) grant. You must read these guidelines before applying for a grant.

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how grant applications are considered and selected
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity will be administered by the Department of Education (the department). Grant payments for successful applicants will be processed by Services Australia and paid to Providers. The Provider's subsidiary services will pass this funding, in full, on to participating employees directly, where applicable. The program will be evaluated by the department.

A glossary of defined terms is included at section 13 of these Grant Guidelines.

IMPORTANT NOTE:

All emails regarding these grants are to be sent to ececgrants@deloitte.com.au and should contain the unique Provider CRN (also known as CCS Provider ID) in the subject line and address block of your inquiry. This is used for identification matching and program record keeping of your Grant application.

2. About the ECEC Workforce grant programs

Background

On 3 May 2023, the Australian Government announced a package of workforce measures to deliver \$72.4 million over five years to support the skills and training of Early Childhood Education and Care (ECEC) employees in the ECEC sector.

This grant program is one of three measures in this package which are designed to help build a sustainable, skilled ECEC workforce that delivers high quality early childhood education. The workforce measures package also complements the [government's broader ECEC reforms](#) and workforce actions being undertaken across state and territory governments.

The three measures are the:

- Practicum Exchange network
- Professional Development program
- Paid Practicum program.

Further information on the Professional Development and Paid Practicum programs can be found at [Guidelines for professional development and paid practicum subsidies](#)

The combined objectives of these programs are to:

- strengthen skills and professional experience
- improve staff retention of educators and early childhood teachers in the ECEC sector
- increase ECEC sector capacity and build supply.

It is intended that over 75,000 eligible qualified staff will benefit from these programs.

The PELA grant will run over three financial years from 2024-25 to 2026-27. These guidelines apply to 2024-25 ECEC providers and employees only. New guidelines for 2025-26 onwards will be released following consultation with stakeholders and agreement by the Minister for Early Childhood Education.

2.1 About the grant opportunity

As part of an ECEC workforce development package, the Australian Government announced funding to support up to 2,000 ECEC employees to undertake a practicum exchange at a different service. This includes a trial component to provide a living allowance for up to 350 students undertaking a practicum as part of study or training for ECEC qualifications in a regional, rural or remote location that is not the employees home location for work purposes.

The intended objectives of the PELA are to support current students to complete their ECEC qualifications. This is critical to increasing and future-proofing the ECEC workforce and sustaining a pipeline of qualified educators.

Completing a practicum at another ECEC service is necessary for some students as part of their study towards gaining recognised ECEC qualifications.

Many students living in regional, rural and remote locations can face significant barriers in completing their academic practicum requirements, including but not limited to, costs for accommodation and travel to undertake a placement at another ECEC service.

Under the PELA program, ECEC staff can receive a living and travel allowance of \$1,543.50 per week (up to a maximum of four weeks) from their employer as a contribution towards costs associated with undertaking a practicum placement at another approved ECEC service. This allowance is to address the need for some employees to temporarily relocate to complete their practicum placement requirements.

The intended objectives of the PELA are to:

- allow existing educators to gain knowledge from unique experiences based at other ECEC services in different parts of Australia.
- remove financial barriers to completing a practicum in regional, rural and remote areas
- allow services to maintain adult-to-child ratios while staff complete practicum training.

The intended outcomes are:

- increased overall completion rates of ECEC qualifications

- building ECEC sector capacity and supply through completion of practicum opportunities.

The PELA grant is targeted to services and employees that are located in regional, remote, or very remote communities.

3. Practicum Exchange Network website

To support the Practicum Exchange network, a dedicated website has been developed to enable ECEC students and approved child care services to search and arrange practicum exchange opportunities. The department is not involved in the matching process or exchange arrangements between ECEC students and services.

ECEC students can be those already working in the sector or those only studying and not yet working in the sector.

The dedicated Practicum Exchange website will:

- allow services and ECEC students to create profiles
- allow services and students to submit expressions of interest
- allow services and students to connect with each other.

For further information on the Practicum Exchange website, see [Practicum exchange network](#)

4. Grant amount and grant period

In 2024-25, the Australian Government will provide funding to eligible providers to support up to 50 ECEC students already working in the ECEC sector with a living and travel allowance to assist students complete a practicum placement away from their home location.

This is a demand driven grant opportunity and funding may be exhausted prior to the final date for applications for each funding round. Should this occur, updated information will be published on GrantConnect and the department's website.

Funding is not designed to fully cover the exact cost of a student's travel and living expenses whilst on their practicum exchange. The grant will be calculated based on a weekly amount of \$1,543.50 per week for up to four weeks. The weekly amount will be indexed annually, and this figure relates to the 2024-25 financial year only.

Making travel and accommodation arrangements is the responsibility of the practicum exchange participant. Participants are encouraged to retain receipts of expenditure associated with the placement for record keeping purposes.

The department will provide up to four weeks of practicum exchange grant funding per semester per student under the PELA. The funding amount (paid in week blocks) will be based on the student's practicum requirements for that semester. Approved providers as the applicants, will be asked to provide indicative dates for the placement of their staff member. Further evidence of placements occurring may be collected after the placement has been completed.

ECEC employees can receive support for multiple practicum placements in 2024-25 in a minimum of one-week blocks. Practicums must commence between 1 July 2024 and 30 June 2025. Practicums do not need to be completed by 30 June 2025.

Funding provided to the service as part of an employee's practicum exchange must be passed on to the individual student in full, in addition to their agreed wages or salary set out in the recognised Industry Award or employment contract. Receiving this grant does not end or change any other legal and tax obligations a Provider has towards their employee.

5. Eligibility criteria

Applications that do not satisfy all the required eligibility criteria will not be considered.

The department cannot agree to provide grant funding if a Provider and its services are receiving funding for the same employee from another government source for the same purpose. If the employee is receiving a bursary or scholarship from a not-for-profit charity to support their ECEC studies, the ECEC provider can still apply for a PELA grant on the employee's behalf. The application must confirm if the intended recipient is applying or has applied for practicum placement support payments from the non-government sector if the amount is higher than \$250 dollars.

5.1 Who is eligible to apply for a grant?

Basic eligibility

Only ECEC Providers currently approved for and receiving the Childcare Subsidy (CCS) under Family Assistance Law will be considered eligible applicants and can apply for PELA grants for their employees.

To be eligible for a grant employee must:

- be undertaking their practicum exchange in a regional, remote or very remote location other than their home location
- be currently employed by the Provider and work at least 40 hours in the Service in a 3-month period
- have used the Practicum Exchange website to be matched to a service for their practicum period.

The Provider **must not** be receiving any funding from another source for the same practicum exchange activity, see section 5.2.

Service types

Only CCS approved services, including long day care, family day care, in-home care, centre-based day care and outside school hours care services are eligible for this grant. Eligibility will be determined through the Government's CCS records and payments made to the approved service. Stand-alone preschool and stand-alone kindergarten services are not eligible to receive this grant.

Location

The grant is targeted to services who have employees that will provide education and care as part of their practicum exchange in one of the following remoteness categories:

- Inner regional Australia
- Outer regional Australia
- Remote Australia
- Very remote Australia.

Remoteness categories are determined by the Australian Bureau of Statistics (ABS). More details can be found at: [Remoteness Structure | Australian Bureau of Statistics \(abs.gov.au\)](https://www.abs.gov.au/remoteness-structure)

5.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a stand-alone Kindergarten service
- a stand-alone Pre-School service
- an individual
- a Registered Training Organisation or other entity that is seeking to use the grant funding to provide courses (funding must be used for wages or backfill)
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- any entity that does not meet the criteria in Section 5.1
- any entity that is already receiving **living and travel allowance funding** for a practicum placement for the same individual employee for the same period from a state or territory government

5.3 General eligibility requirements of ECEC Employees

To be eligible, ECEC Provider employees must be:

- an Australian citizen or permanent resident of Australia or hold a valid work visa (including a student visa) allowing employment in the ECEC sector
- a contact worker - an educator who is part of the adult to child ratio at a Service or who provides direct early childhood education and care, or supervision for children in other care types such as In Home Care (IHC) or Family Day Care (FDC)
- a full-time, part-time, or casual employee who has worked more than 40 hours in the preceding three months with that Service, who is working towards a recognised and approved Australian Children's Education and Care Quality Authority (ACECQA) training qualification. Through these qualifications it may be necessary for the student to undertake a practicum at a different work location. Eligible employees must have used the practicum exchange website to be matched to an alternate Service for this purpose.

Please note: ECEC employees are not eligible to receive Grant payments directly.

ECEC staff (such as employees and independent contractors who are early childhood educators, early childhood teachers or directors in an eligible Provider's service) are required to apply through the approved service Provider which contracts them, and their centres that provide an approved type of care.

ECEC employees may commence employment with an approved Service following this grant opportunity opening on 13 January 2025 and still be eligible, provided they meet the required eligibility criteria.

ECEC staff undertaking doctoral-level degrees are not eligible for this grant.

6. What the Grant money can be used for

6.1 Providers

The Provider's subsidiary services will pass on the grant funding on to participating employees directly. Services that receive this grant funding **must** pay the grant (PELA) **in full** to the employee's nominated financial institution upon receiving it through the CCS payment system.

Services will be responsible for:

- passing the grant to the successful applicant employed at their service
- any costs for a student's placement already agreed upon with the employee that is not covered by this allowance
- ensuring the continued payroll tax and superannuation obligations (if any) for their employee are met at their home service.

Providers and their subsidiary services cannot hold the grant money in escrow or use the grant provided by the Commonwealth to undertake any investment or revenue generating activity with it in the period between receiving and paying their employee.

6.2 ECEC employees

ECEC employees, who are students, must use the grant to pay for costs associated with living at and/or traveling to and from an ECEC Service hosting their practicum placement. The practicum placement location cannot be the employees existing primary place of employment or home location.

Costs associated with living and/or travelling to and from an ECEC Service, may include, but are not limited to:

- paying for a hotel or short-term rental accommodation required by the employee to stay close to the placement location. This could also include any dependents of the employee
- paying for food consumed during the period of living away from primary residence for the purposes of the placement
- paying for fuel or toll costs incurred traveling to and from the placement location
- other associated family costs, for example the cost of child care services if the employee is temporarily relocating with dependents.

Practicum placement examples

Example one

Student A needs to undertake a 20-day practicum exchange as part of their studies towards a Bachelor of Education (Early Childhood). Student A used the practicum exchange website to find a suitable service to complete their practicum. They have completed all necessary pre-requisites and are enrolled to undertake their practicum at their agreed service in Semester One 2025. Student A intends to undertake the practicum in one block over a period of four weeks. Student A's employer can apply for the PELA on behalf of the student for the duration of their 20-day practicum.

Example two

Student B needs to undertake a 10-day practicum as part of their studies towards a Bachelor of Education (Early Learning). Student B used the practicum exchange website to find a suitable service to complete their practicum. They have completed all necessary pre-requisites and are enrolled to undertake their practicum in Semester One 2025. Student B intends to undertake the practicum over ten weeks, spending one day each week at their practicum site. Student B's employer cannot apply for the PELA to contribute towards the duration of their 10-day practicum because it is only paid in one-week blocks.

Example three

Student C has three remaining practicums to complete their studies towards a Certificate III in Childcare. They cannot complete their work placement at their current service and are enrolled to undertake a 5-day practicum in Semester One 2025 and another 10-day practicum later in Semester One 2025 at a different service. They intend to undertake their third practicum in Semester Two 2025. Student C used the practicum exchange website to find a suitable service to complete their practicums. Student C's employer can only apply for a PELA for either of the first two practicums, but not the third practicum commencing in Semester Two of the same year, because the placement period falls in the 2025-2026 financial year and is not eligible under the 2024-25 guidelines.

Example four

The department has previously agreed to fund a provider located in Canning Vale, WA under the Paid Practicum program. The staff member will undertake two weeks placement with another provider based in Broome, WA. The staff member used the practicum exchange website to find the service in Broome to complete their practicum. The provider can apply for PELA funding on behalf of the student, to assist with living and travel costs associated with the practicum, on the basis they are undertaking an ACECQA approved ECEC course.

7. How to apply

Before applying, as the approved Provider, you must read and understand these guidelines which can also be found at [GrantConnect](#). Any alterations¹ will be published on GrantConnect and by registering on this website you will be automatically notified of any updates. GrantConnect is the authoritative source for grants information.

All applications are to be made and submitted online at www.secure-portal.com.au/ececgrants where there are step by step instructions to assist approved Providers to navigate the application process.

Enquiries can be emailed through to ececgrants@deloitte.com.au or you can contact the Helpdesk on (03) 9917 7865 from 9am – 5pm AEST Monday to Friday (while applications are open).

7.1 The application

To be considered, applications must include:

- confirmation that the Provider meets all eligibility criteria (these are declarations of eligibility by the Provider)
- confirmation that the employee who will receive the funding is eligible for the grant (refer to Section 5)
- details of the employee for whom the Grant is sought, including a statement / declaration that the employee meets all eligibility criteria (based on Section 5)
- agreement to undertake required acquittal reporting of the expenditure of funding (expended Grant) within 6 months of the Grant agreement being executed
- confirmation that the person signing the application is registered as a Person with Management or Control (PMC) of the Provider (legal entity)
- any other details outlined in the Application Form which includes the Provider's unique Customer Reference Number (CRN) - also known as the CCS Provider ID (example 190000000S).

Submitting a completed application form does not guarantee funding.

If you find an error in your application after submitting it, you should email us at ececgrants@deloitte.com.au immediately. You cannot change your application after the closing date and time.

If an application is incomplete or has incorrect information, this may impact the timing of the Grant payment.

Providers are responsible for ensuring that their application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#). The department will investigate any false or misleading information and may exclude your application from further consideration and future funding rounds under the program.

¹ Alterations and addenda include but are not limited to corrections to currently published documents, changes to closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

You should keep a copy of your application and any supporting documents.

7.2 Timing of Grant opportunity

From 13 January 2025 to 14 March 2025, Providers will be able to apply for the grant.

Once an application has been checked against eligibility criteria, if approved, the Provider will be sent a Grant Outcome and Agreement Letter.

All offers of grants by the department remain **provisional** until the Grant Outcome and Agreement Letters are:

- signed by the correct PMC (registered and current in CCS system)
- returned and received by the department's grant administrator; and
- executed and witnessed by departmental representatives.

The Grant Outcome and Agreement Letter will be sent to successful applicants. Providers will be required to sign the Grant Outcome and Agreement Letter within 7 days of receiving it. Regardless of practicum completion dates, payments are scheduled to be made in April or May 2025, subject to available funding.

7.3 Questions during the application process

If Provider's have any questions during the application process, please contact:

- Via email at ececgrants@deloitte.com.au
- Via phone at (03) 9917 7865

Please include your unique Provider CRN (or CCS Provider ID) in the subject line and in your address block for all email correspondence regarding your Grant application or process.

8. The Grant selection process

Your application will be considered through a demand driven grant process. Successful eligible applications will receive funding once a Grant Outcome and Agreement Letter has been signed, provided sufficient grant funding is available.

Applications will be checked to ensure relevant eligibility criteria are met and, in the order, applications are received.

The employee listed in the grant application must be employed by the Provider and work at least 40 hours in the service in a 3-month period. The employee must be undertaking an eligible practicum exchange as set out in section 5.

Applications will also be considered against value with money principles. The Public Governance, Performance and Accountability Act (PGPA Act) and the Commonwealth Grants Rules and Principles (CGRPs) require all commitments of public resources to be efficient, effective, economical and ethical.

If the grant selection process identifies unintentional errors and/or further information is required in the application, the Provider will be contacted to correct them and/or to provide additional information. If the information requested is not provided in a timely manner (within

10 business days), the application will be voided, and the applicant will be advised in writing to submit a new application.

8.1 Approval of Grants

The Assistant Secretary of the ECEC Workforce Branch, Australian Government Department of Education is the Program Delegate and makes the final decision to approve any Grant, considering the availability of Grant funds for the purposes of the Grant.

The Program Delegate's decision is final in all matters, including:

- the approval of the Grant
- the Grant amount to be awarded
- the terms and conditions of the Grant
- any other considerations as deemed necessary.

There is no appeal mechanism for the decision to approve or not to approve a Grant.

9. Successful Grant applications

Successful Grant applicants will receive a Grant Agreement and Outcome letter.

Providers of ECEC Services must enter into a legally binding agreement with the Commonwealth. The department will issue a Grant Outcome and Agreement Letter to formalise the Grant with general terms and conditions that cannot be negotiated.

The Grant Outcome and Agreement Letter must be executed with a Provider before any payments can be made to the Provider on behalf of their Service/s. The department is not responsible for any expenditure committed by a Provider or Service for professional development activities until a Grant Outcome and Agreement Letter is executed.

While funding can be sought for any eligible practicum undertaken from 1 July 2024, if Providers choose to start an activity nominally covered by this grant before they have an **executed** Grant Outcome and Agreement Letter, they do so at their own risk and will bear any associated costs. For example, when the grant selection process is completed, a Provider may be deemed ineligible or all funds under this grant may have been exhausted.

Providers will be notified in writing (usually email) of a successful and unsuccessful Grant application outcome.

A Grant Outcome and Agreement Letter may have specific conditions determined by the grant selection process or other considerations made by the Program Delegate.

The Grant Outcome and Agreement Letter will state the:

- Maximum Grant amount to be paid; and
- Provider's obligations in relation to the Grant, including reporting requirements.

9.1 How the Grant will be paid

The Grant will be paid into the bank account nominated by the Provider for receiving CCS. Providers should ensure that their bank account details are up to date to avoid delayed or missed payments.

Providers who wish to receive a Grant in the 2024-25 Financial Year are required to complete the Grant Outcome and Agreement Letter sent to them by the last date for signing as outlined in the letter.

9.2 Grant Payments and GST

These Grants are not assessable income for taxation purposes. However, by receiving these Grants for wage supplementation, you are not exempt from other employer obligations such as payroll tax and superannuation contributions. We recommend participants seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).² The department cannot provide advice on your specific taxation circumstances.

9.3 Transfer of ownership

If there is a transfer of ECEC Service ownership, these Grants **cannot be transferred** as part of the settlement agreement for exchange of ownership. If a change of ownership is to occur, it is the obligation of the ECEC Provider to contact the department early and notify that this is occurring.

The department will issue an invoice for receipt of any unused funds and request an acquittal for funds already spent.

10. Announcement of Grants

If an application for a Grant is successful, the approved Grant and any subsequent variations will be listed on the [GrantConnect](#) website within 21 days after the date of effect³ as required by Section 5.4 of the [Commonwealth Grants Rules and Principles](#) (CGRPs). The announcement will include a link to these grant opportunity guidelines.

11. How the department will monitor your Grant activity

11.1 Evaluation

The department will evaluate the Practicum Exchange Living Allowance grant to measure how well the outcomes and objectives have been achieved each financial year. We may use information from your application for this purpose. The department, or a contracted third party, may also interview you or ask you to provide relevant information to help us understand how the Grant impacted you as a Provider and/or the ECEC workforce and to evaluate how effective the program was in achieving its outcomes. If you believe you have a

² <https://www.ato.gov.au/>

³ See glossary

valid reason not to participate in this evaluation when requested to, please inform the department in writing.

The department may contact Providers up to one year after the Grant period ends for more information to assist with this evaluation.

Information that Providers submit through the acquittals process will be used as part of the evaluation process and will be organised through the use of ECEC Provider and Service Customer Reference Numbers. The department will not use disaggregated employee information for public purposes. However, in instances where acquittals raise concerns about improper use of funds, the department may use personal details provided for internal financial integrity purposes. All information provided will be used in accordance with the Privacy Act 1988 and other relevant guidelines and principles (see Section 12).

The information provided, if deemed relevant, may be used for reporting purposes in the department's Annual Report or on its website. It may include examples of PELA, course completions and types of professional development opportunities undertaken by the ECEC workforce/employees.

11.2 Grant Acquittal Process

The grant recipient must hold/retain relevant records of current or former employees who have undertaken a Practicum Exchange with a living allowance from this grant for 12 months after the grant agreement has expired. The department may also request, in writing and at any time, certified copies for audit and validation purposes, that funds were transferred to a student at the service for a practicum exchange and that the grant was used for the intended purposes as outlined in these guidelines.

As a guide, grants awarded in 2024-25 are to be acquitted within 6 months of the grant agreement being executed. The grant may not be transferred to the Provider's other Services (if any).

11.3 Grant Recovery Process

If required, the department may recover all or part of grant funding if the recipient has been overpaid or has breached the grant agreement. The department will advise in writing if a grant recovery is being considered by the delegate. It will allow reasonable time for the grant recipient to respond before the grant recovery process commences. As a guide, if relevant information is provided within 30 calendar days in response to the notification, the delegate will advise the grant recipient in writing if recovery operations are to proceed.

12. Probity

The department will ensure that the Grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

The department may require Grant applicants and recipients to provide additional evidence in support of an application, for example, requiring Providers to complete a Commonwealth

statutory declaration form. Information on Commonwealth statutory declarations can be found at <https://www.ag.gov.au/legal-system/statutory-declarations>.

These guidelines may be changed from time-to-time by the department. When this happens, the revised guidelines will be published on GrantConnect and on the department's website.

12.1 Enquiries and feedback

The department's [complaints procedures](#) apply to complaints about this Grant opportunity. All complaints about a grant process must be provided in writing.

Any questions about Grant decisions for this Grant opportunity should be emailed to ececgrants@deloitte.com.au.

If you do not agree with the way in which the department has handled your complaint, you may wish to contact the [Commonwealth Ombudsman](#) to discuss further. The Ombudsman will not usually consider a complaint unless the matter has first been raised directly with the relevant department, in this instance, the Department of Education.

The Commonwealth Ombudsman can be contacted by:

- Phone: 1300 362 072 (Toll free)
- Email: ombudsman@ombudsman.gov.au
- Website: www.ombudsman.gov.au

12.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a real or perceived conflict of interest, if an employee of the department, member of a committee or advisor and/or a Provider or any of their employees:

- has a professional, commercial or personal relationship with a party who can influence the application selection process, such as an Australian Government officer (or member of an external third-party provider)
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

Providers will be asked to declare, as part of their application, any real or perceived existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If a provider later identifies or is informed of a real, apparent, or perceived conflict of interest, they must inform the department in writing immediately.

Australian Government staff are required to take reasonable steps to avoid conflicts of interest as set out in the Section 13(7), [Australian Public Service Commission Code of Conduct](#) of the [Public Service Act 1999](#). Additionally, committee members and other officials including the Grant assessor and decision maker must declare any conflicts of interest.

12.3 Privacy

The department will treat your personal information in accordance with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone for the primary purpose for which it was collected unless an exemption applies.

The Australian Government may also use and disclose information about Grant applicants and Grant recipients under this Grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect, as required, for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The department may share the information you have provided with other Commonwealth entities, for the purposes of including government administration, research and/or service delivery, in accordance with relevant Australian laws/legislation.

As part of the application process, the Provider must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that it engages with, to assist with the activity, in respect of/with reference to the personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, the Provider must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the *Privacy Act 1988*.

12.4 Confidential Information

Other than information available in the public domain, the Provider must agree not to disclose to any person, other than the department, any confidential information relating to the Grant application and/or agreement, without prior written approval. The obligation will not be breached where you are required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The department may at any time, require you to arrange for yourself as the Provider, or your employees, agents, or subcontractors to give a written undertaking relating to nondisclosure of the department's confidential information in a form it considers acceptable.

The department will keep any information in connection with the Grant agreement confidential to the extent that it meets all the three conditions below:

1. the information is clearly identified as confidential, and an explanation is provided as to why it should be treated as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you as the Provider or someone else.

The department will not be in breach of any confidentiality agreement if the information is disclosed to:

- other Commonwealth employees and contractors to help manage the program effectively
- employees and contractors of the department for research, assessment, monitoring and analysis of its programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research, or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The Grant agreement may also include any specific requirements about special categories of information collected, created, or held under the Grant agreement.

12.5 Freedom of information

All documents in the possession of the Australian Government, including those about this Grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public the right of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and the private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator of the department in writing as per the FOI guidelines.

Department of Education
Freedom of Information Coordinator
Department of Education
50 Marcus Clarke Street
Canberra ACT 2601

By email: FOI@education.gov.au

13. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all the Grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive Grant opportunity, to determine application rankings
ACECQA	Australian Children's Education and Care Quality Authority is an independent statutory authority that assists governments in implementing the National Quality Framework for early childhood education and care throughout Australia
commencement date	the expected start date for the Grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Principles	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
completion date	the expected date that the Grant activity must be completed, and the Grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it

Term	Definition
Customer Reference Number or CRN	<p>A series of identification numbers allocated by Services Australia to organisations receiving funding from the Australian Government including families who are eligible for the Child Care Subsidy through an approved child care Service.</p> <p>With reference to grant opportunities/applications, the only CRNs required by the department are also known as the Provider CCS ID and the Service CCS ID which can both be found on the letter / certificate of approval for CCS from the Department of Education.</p> <p>Service and Provider CRNs will both take the format:</p> <p>1900#####A – where # is a numeral from 1 to 9 and A is a letter from A to Z</p>
date of effect	can be the date on which a Grant agreement is signed by the delegate or a specified starting date. Where there is no Grant agreement, entities must publish information on individual grants as soon as practicable
decision maker	the person who decides to award a Grant
ECEC employee	a person that works in an ECEC Service, is an employee or independent contractor who is an early childhood educator, early childhood teacher or director
educator	a person who is employed as an early childhood educator and provides care for children in an approved Service
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a Grant. Assessment criteria may apply in addition to eligibility criteria
Grant	<p>for the purposes of the CGRGs, a 'Grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> a. under which relevant money⁴ or other Consolidated Revenue Fund (CRF) money⁵ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.

⁴ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁵ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money and PGPA Rule section 29 Other CRF money.



Term	Definition
Grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant applicant	refers to an eligible Provider, not an individual employee
Grant Outcome and Agreement Letter	sets out the outcome of the Grant, the relationship between the parties to the agreement, and specifies the details of the Grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grant opportunity	refers to the specific Grant round or process where a Commonwealth Grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
Grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A Grant program is a group of one or more Grant opportunities under a single Department of Education Portfolio Budget Statement Program
grantee	the individual/organisation which has been selected to receive a Grant
PMC	person/s with management or control of the Provider, who have significant authority, responsibility, or significant influence over planning, directing, or controlling and take part in the decision-making or management of the Provider
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise several lower levels, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more Grant opportunities
Provider	is the legal entity approved to operate an ECEC Service and administer the Child Care Subsidy (CCS)
registered training organisation	a recognised training organisation which has been identified by ACECQA to deliver education training that meets the National Quality Framework (NQF)



Term	Definition
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria
Service	refers to eligible family day-care, in-home care, centre-based day care and outside school hours care Services that provide early childhood education and care. This excludes preschool and kindergarten Services that are not CCS approved Services.
value with money	<p>value with money in this document refers to ‘value with relevant money’ which is a judgement based on the Grant proposal representing an efficient, effective, economical, and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a Grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and • the potential grantee’s relevant experience and performance history.

