



Task card

How to update business details for StartingBlocks.gov.au via the Provider Entry Point

Overview

Your service fees, vacancies, quality ratings and inclusions are published on StartingBlocks.gov.au. Having this information in one place helps parents to choose the best early childhood education and care for their family.

You must report fees and information required by Family Assistance Law through the Provider Entry Point (PEP) or third-party software.

When reporting fees, you must report:

- current hourly or session fees before Child Care Subsidy (CCS), discounts, or reductions
- any changes to fees, within 14 days of the fee change.

Information relating to your services contact details and operating hours will be updated by the Australian Children's Education and Quality Authority (ACECQA) on StartingBlocks.gov.au.

The following screen shots provide an overview of how to add and update your business details information for Starting Blocks via the PEP.

Important sections or words in each image are outlined with a yellow box and a description of each of these is provided below each image.

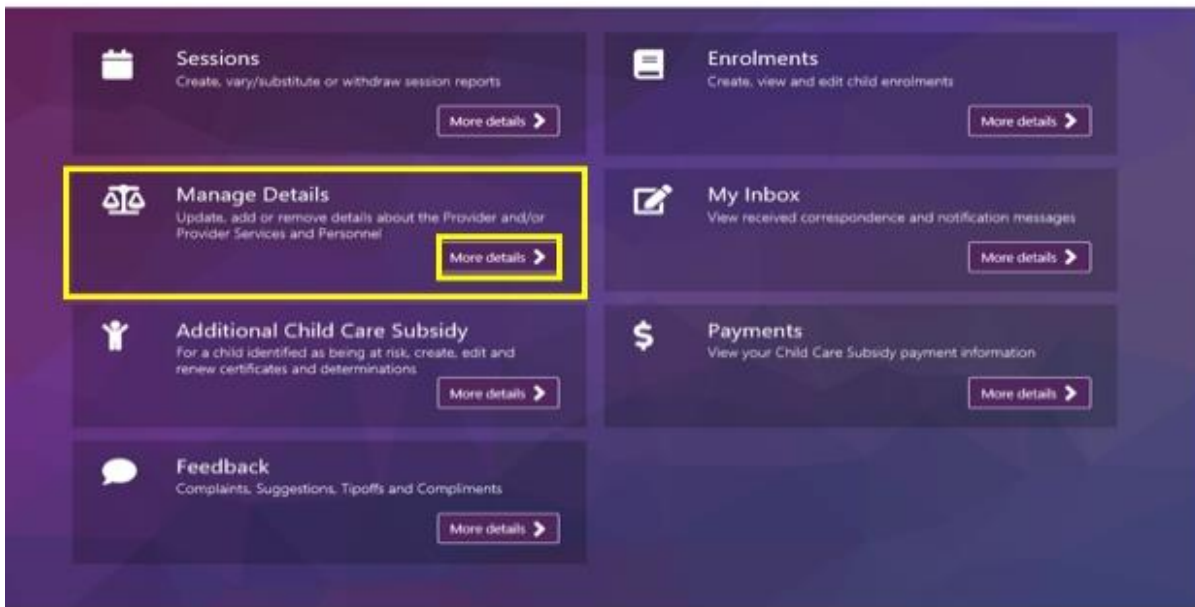
1. Log into PEP

Log into the PEP using your username and password.

This is the username and password you created for your PRODA account. If you have forgotten your username, click on the hyperlink to recover this information. If you have forgotten your password, click on the hyperlink to reset your forgotten password.

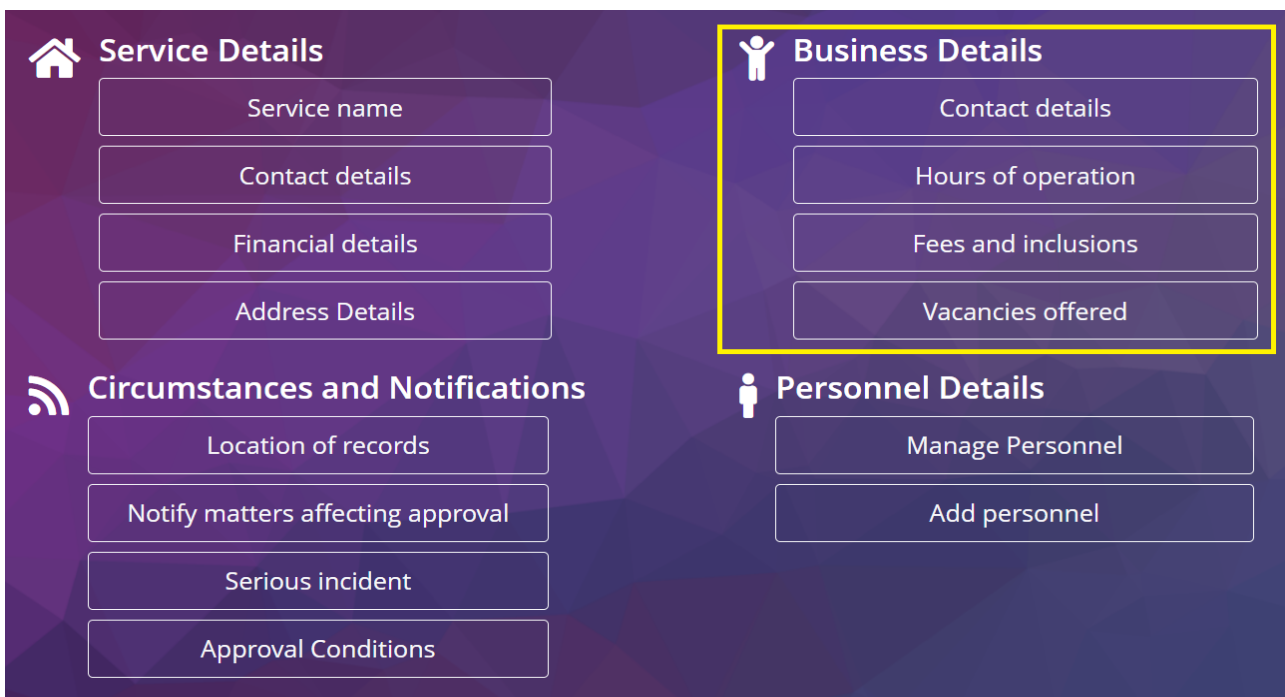
- Click 'Sign In'. The Provider/Service summary page will open.
- Once logged in, select the relevant service that needs to be updated.

2. 2(a) Updating Details



If you are a service, select 'More details' in the 'Manage Details' box of the PEP.

3. 2(b). Accessing Business Details



Business details: Select the information you wish to update:

- Contact details
- Hours of operation
- Fees and inclusions
- Vacancies offered

4. 3(a). Updating contact details

The dashboard is divided into four quadrants:

- Service Details** (top-left): Service name, Contact details, Financial details, Address Details.
- Business Details** (top-right): Contact details, Hours of operation, Fees and inclusions, Vacancies offered.
- Circumstances and Notifications** (bottom-left): Location of records, Notify matters affecting approval, Serious incident, Approval Conditions.
- Personnel Details** (bottom-right): Manage Personnel, Add personnel.

5. 3(b). Updating contact details

Contact Details Form:

- Area Code: 02
- Telephone Number: 0000 0000
- Mobile Number: 0000 000 000
- Email Address: office@XYZ.com.au
- Service URL: www.xyz.com.au

Receipt Confirmation:

A receipt will be generated upon submission.

Receipt

Your changes have been received and applied

Phone number:	02 0000 0000
Mobile number:	0000 000 000
Email address:	office@XYZ.com.au
Website address:	www.xyz.com.au
Submitted by:	Mary Smith
Submitted on:	06/07/2018
Time:	11:17 AM

- **Area code and Telephone number:** insert new details here
- **Mobile number:** insert new details here
- **Email address:** insert new details here
- **Service URL:** insert web address here
- Select the submit button once completed
- A receipt will be generated upon submission.



6. 4(a). Hours of operation

Service Details

- Service name
- Contact details
- Financial details
- Address Details

Business Details

- Contact details
- Hours of operation
- Fees and inclusions
- Vacancies offered

Circumstances and Notifications

- Location of records
- Notify matters affecting approval
- Serious incident
- Approval Conditions

Personnel Details

- Manage Personnel
- Add personnel

Select the hours of operation button to update hours of operation.

7. 4(b). Updating Hours of Operation

Hours of Operation

This information will be displayed on the Australian Government website to assist families using Family Day Care Services.

Date this change occurred: 06/07/2018

Please provide opening and closing times for this service.

Family Day Care — The type of service you provide, will appear here.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	07:30	07:30	07:30	07:30	07:30	N/A	N/A
Close	18:00	18:00	18:00	18:00	18:00	N/A	N/A

Total hours 52:30

Cancel Submit — Select "Submit"

A receipt will be generated upon submission.

Receipt

Your Hours of Operation details have been received.

Submitted by: Mary Smith

Submitted on: 06/07/2018

Time: 12:24 PM

- **Date this changed occurred:** insert date here
- **Days of the week:** insert new details here for open and close fields for each day of the week
- Select the submit button once completed
- A receipt will be generated upon submission

8. 5(a). Fees and inclusions

The dashboard is divided into four main sections:

- Service Details:** Includes buttons for Service name, Contact details, Financial details, and Address Details.
- Business Details:** Includes buttons for Contact details, Hours of operation, Fees and inclusions (highlighted), and Vacancies offered.
- Circumstances and Notifications:** Includes buttons for Location of records, Notify matters affecting approval, Serious incident, and Approval Conditions.
- Personnel Details:** Includes buttons for Manage Personnel and Add personnel.

Select the fees and inclusions button to update fees and inclusion information.

9. 5(b). Fees and inclusions

Session Fees and Inclusions
The information below will be displayed on the Australian Government Website.

Do you want to provide website details or specific information for fee information?

Website Information Fee & Inclusion Details

Child Care Service Website
www.xyz.com.au

Date of event
09/07/2018

Cancel Submit

A receipt will be generated upon submission.

Receipt

Your Fees and Inclusions have been received.

Submitted by: Mary Smith
Submitted on: 06/07/2018
Time: 12:32 PM

Select 'Submit'

- **Website information:** select the button next to website information.
- **Child Care Service Website:** enter your website URL.
- **Date of event:** enter the date.
- Select the submit button once completed
- A receipt will be generated upon submission

10. 5(c). Fees and inclusions

Session Fees and Inclusions

The information below will be displayed on the Australian Government Website.

Do you want to provide website details or specific information for fee information?

Website Information Fee & Inclusion Details

Date of event

09/07/2018

Please select a Session Type, then for each Age Group for which a session will be run enter Inclusions options and the Usual Fee for the Session. If you do not offer a Session of this Session Type for a particular Age Group, do not select any Inclusions options and leave Usual Fee blank

Session Type	Hourly	Half Day	Full Day		
Age Groups	0-12 Months	13-24 Months	25-35 Months	36 Months to Five Years	Over Five Years Age
Activity Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snack/Tea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usual Fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select 'Submit'

A receipt will be generated upon submission.

Receipt

Your Hours of Operation details have been received.

Submitted by: **Mary Smith**

Submitted on: 06/07/2018

Time: 12:24 PM

- **Fee and inclusion details:** select the button next to fee and inclusion details.
- **Date of event:** enter the date.
- **Child Care Service Website:** enter your website URL.
- Select the submit button once completed
- A receipt will be generated upon submission

11. 6(a). Vacancies Offered

Service Details

- Service name
- Contact details
- Financial details
- Address Details

Business Details

- Contact details
- Hours of operation
- Fees and inclusions
- Vacancies offered**

Circumstances and Notifications

- Location of records
- Notify matters affecting approval
- Serious incident
- Approval Conditions

Personnel Details


- Manage Personnel
- Add personnel

Select the Vacancies offered button to update vacancies information.

12. 6(b). Updating Vacancies Offered

Anticipated Vacancies

Anticipated vacancies for week commencing:

09/07/2018 

Select the date using the calendar icon. You can update the current week or next week only.

Monday 09/07/2018	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Tuesday 10/07/2018	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced
Wednesday 11/07/2018	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced
Thursday 12/07/2018	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced
Friday 13/07/2018	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced

Add Weekend

Cancel **Submit**

- **Select** either 'Yes' or 'No' for each day in the week to indicate if you have a vacancy for that date.
- **Select** the date using the calendar icon. You can update the current week or next week only.
- **Select** 'Advanced' if you want to provide additional details for vacancies you have on that date.

13. 6(c). Vacancies Offered

Monday 09/07/2018 Vacancies Exist Yes No **Hide**

Age Group Session	0-12 Months			13-24 Months		
	Hourly	1/2 Day	Full Day	Hourly	1/2 Day	Full Day
Permanent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Age Group Session	25-35 Months			36 Months to Pre-School		
	Hourly	1/2 Day	Full Day	Hourly	1/2 Day	Full Day
Permanent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Casual	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tuesday 10/07/2018 Vacancies Exist Yes No **Advanced**

Wednesday 11/07/2018 Vacancies Exist Yes No **Advanced**

Thursday 12/07/2018 Vacancies Exist Yes No **Advanced**

Friday 13/07/2018 Vacancies Exist Yes No **Advanced**

Add Weekend

Cancel **Submit**

A receipt will be generated upon submission.

Receipt

Your available vacancy details have been received.

Submitted by: **Mary Smith**

Submitted on: 06/07/2018

Time: 1:25 PM

Once you have completed your vacancies, select 'Submit' to continue.

- **Selected 'Advanced'** for a date, tick the vacancies you have for the relevant age groups.
- Select the submit button once completed
- A receipt will be generated upon submission

