

Early Childhood Australia – Tasmania Branch Inc

2012 Funding Support Grants Application Kit

(PREVIOUSLY KNOWN AS THE CHILDREN'S SERVICES SCHOLARSHIPS)

To be eligible for a Funding Support Grant you must be currently employed in the Education and Care (Child Care) sector or as a Family Day Care Educator and wish to obtain an Educational qualification or upgrade an Educational qualification which is inclusive of;

- Approved Certificate III level Education and Care qualification
- Approved Diploma level Education and Care qualification
- Approved Early Childhood Teacher qualifications
- Advanced Diploma of Children's Services

Please find enclosed an application kit which includes:

1. Guidelines for applicants for 2012 Funding Support
2. Application & Declaration Form for 2012 Funding Support
3. 2012 Funding Support Conditions
4. Proforma of letter of support from workplace supervisor or family day care coordinator.

All applications must be sent by Australia Post to be received by 5pm **16 February 2012** at the following address:

ECA – TAS Branch Inc
Funding Support Grant 2012
PO Box 306
Sandy Bay TAS 7006



**Early Childhood
Australia**
A voice for young children



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GUIDELINES FOR APPLICANTS FOR 2012 FUNDING SUPPORT GRANT

- 1 Funding Support Grants are available for education and care (child care) educators and registered family day care educators currently employed/registered in the education and care (child care) sector. A Funding Support Grant is a contribution towards the cost of obtaining or upgrading a relevant approved educational qualification (See ACECQA Website for a list of approved qualifications – www.acecqa.gov.au). Funding Support Grant can assist educators up to a maximum of \$2000 depending on the level of qualification.

The Funding Support Grant can only be used for:

- Course or Module Costs
- Enrolment Fee

- 2 A Sub-Committee of the ECA - TAS Branch Inc will assess and administer the Funding Support Grant applications. All decisions of the Sub-Committee are final and no correspondence or discussion will be entered into.
- 3 **Applicants must submit one (1) original and three (3) photocopies of their application on the official forms.** Applicants themselves must fully complete the Funding Support Application Form. A letter of support from the workplace/family day care scheme coordinator is required. ***Without this documentation, your application will not proceed to the assessment stage.***
- 4 **Applications must be received at PO Box 306 Sandy Bay by no later than close of business, 16th February 2012. To ensure receipt of the applications it is strongly suggested that all applicants submit their applications by registered post. Faxed, hand delivered or emailed applications WILL NOT be accepted or considered.**
- 5 Applicants who have previously been successful or unsuccessful in gaining a Funding Support Grant (previously known as an ECA Scholarship) are encouraged to reapply for 2012.
- 6 The Applicant gives permission for the Sub-Committee to seek further information regarding the application from appropriate sources, including an employer and/or scheme coordinator, and may seek an interview with an applicant if they feel it is appropriate.

All information provided by the applicant will remain confidential and will only be used for the purposes for which it was obtained.
- 7 In assessing applications for a Funding Support Grant the Sub-Committee will develop a rating scale and consider the applicants addressing of each selection criteria (see below) and the letter of support from the workplace.

Priority 1: Educators/Directors/Family Day Care Scheme staff who require an approved qualification to meet the National Quality Standards or the State Licensing Standards.

For example:

- Approved Certificate III level Education and Care qualification
- Approved Diploma level Education and Care qualification
- Approved Early Childhood Teacher qualifications

Please Note: For services not in scope of the NQF, an approved qualification for a qualified position under the State Licensing Standards is an approved Diploma level qualification but services can still choose to enroll in Certificate 111 as a pathway to the Diploma level.

Priority 2: Educators/Coordinators working in an Outside School Hours Care Program.

Priority 3: Educators/Directors/Coordinators that hold a relevant qualification and wish to gain further qualifications or upgrade an existing qualification.



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GUIDELINES FOR APPLICANTS FOR 2012 FUNDING SUPPORT GRANT (CONTINUED)

8. In addition to completing the Application & Declaration Form, applicants are required to address each of the selection criteria outlined below. Please Note: Applicants that do not address ALL criteria mentioned below will not be eligible for a Funding Support Grant.

A written application of no more than 2 A4 page outlining why they feel they deserve a Funding Support Grant. Applicants must address the following criteria:

- Why are you undertaking this qualification?
- Outline your work history
- Outline your career pathway and where you see yourself in 2-5 years
- Describe your capacity to be an effective advocate for children and the Education and Care sector.
- Capacity and commitment to complete the qualification you are applying for in the Funding Support Grant application.

Applications will not be considered if the Selection Criteria are not addressed



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2012 FUNDING SUPPORT APPLICATION & DECLARATION FORM

Title (Mrs., Mr., Miss, Ms): _____ Surname: _____

Given Name(s): _____

Home Address: _____

Post Code: _____

Email Address: _____

Phone Home: _____ Business: _____ Mobile: _____

Education & Care Related Qualifications: (if any): _____

Employer/FDC/IHC Scheme registered with: _____

Employer/Scheme Contact Person: _____

Employer/Scheme Address: _____

Applicant's Current Position: _____

Identify Priority rating number that applies to you as outlined in the Guidelines: _____

Course to be or being undertaken: _____

Date of Course Commencement: _____ Anticipated Date of Course Completion: _____

Total Funding Requested in this application \$ _____

Registered Training Organisation or University: _____

Campus: _____

Are you or your Employer in receipt of a subsidy for this training? Yes / No

(if yes, please note that this funding can only be used to pay any difference – receipts are required if funding support has been successful before any reimbursement can be made)

Have you received a Scholarship from TACS or ECA-TAS Branch Inc previously? Yes / No

If so, in what year(s) and for what amount(s)? _____

I _____ have an ongoing commitment to employment in Education and Care (child care) in Tasmania. I agree to the terms and conditions outlined in the Guidelines and Conditions for Funding Support Grants and all information supplied in my application is true and correct.

Applicant's Signature: _____ Date: _____

Please attach to this application:

1. A written application of no more than 2 A4 page addressing ALL the criteria outlined in Guideline 8 and
2. A workplace letter of support

Please post one (1) original application plus three (3) complete photocopies to:

**ECA - TAS Branch Inc
Scholarships 2011
PO Box 306
Sandy Bay TAS 7006**



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2012 FUNDING SUPPORT GRANT CONDITIONS

1. If an offer of a Funding Support Grant is made, the offer will lapse if the Funding Support Grant recipient does not enroll within the four (4) month period from the date of the grant, unless a specific exemption from this condition is expressly granted in writing by the Funding Support Sub-Committee.
2. Funding Support Grant recipients can only access the monies for reimbursement of approved qualification course fees.
3. Funding Support Grant recipients must have an ongoing commitment to Children's Services in Tasmania and must reside in Tasmania whilst undertaking their training under the Funding Support Grant.
4. Should the recipient withdraw from the course, they will be required to return to ECA-TAS Branch Inc any monies paid under this Funding Support Grant program which are refunded by their Training or Course Provider.
5. A copy of course results, to prove ongoing commitment to training, may be required for progressive payments.
6. All training and study undertaken under this Funding Support Grant scheme must be undertaken with a Registered Training Organisation or University.
7. Scholarship funds are available for reimbursement for expenses incurred from the 01 January 2012 and will be automatically forfeited if not fully expended by the 31 December 2013.
8. Proof of paid expenses incurred (i.e. receipts) are to be forwarded to the ECA – TAS Branch Inc Funding Support Grant Sub-Committee until the approved amount has been fully expended for the purpose for which the Funding Support Grant was granted.



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WORKPLACE LETTER OF SUPPORT FOR 2012 FUNDING SUPPORT GRANT

The Chairperson
2012 Funding Support Grant Committee
ECA – TAS Branch Inc
PO Box 306
Sandy Bay TAS 7006

Dear Chairperson,

I support the application by _____

who is employed/registered with _____

I may be contacted by telephone on phone number: _____

to discuss this application if required.

Yours sincerely,

Signature

Print Name

Position

Email

Date / /2012