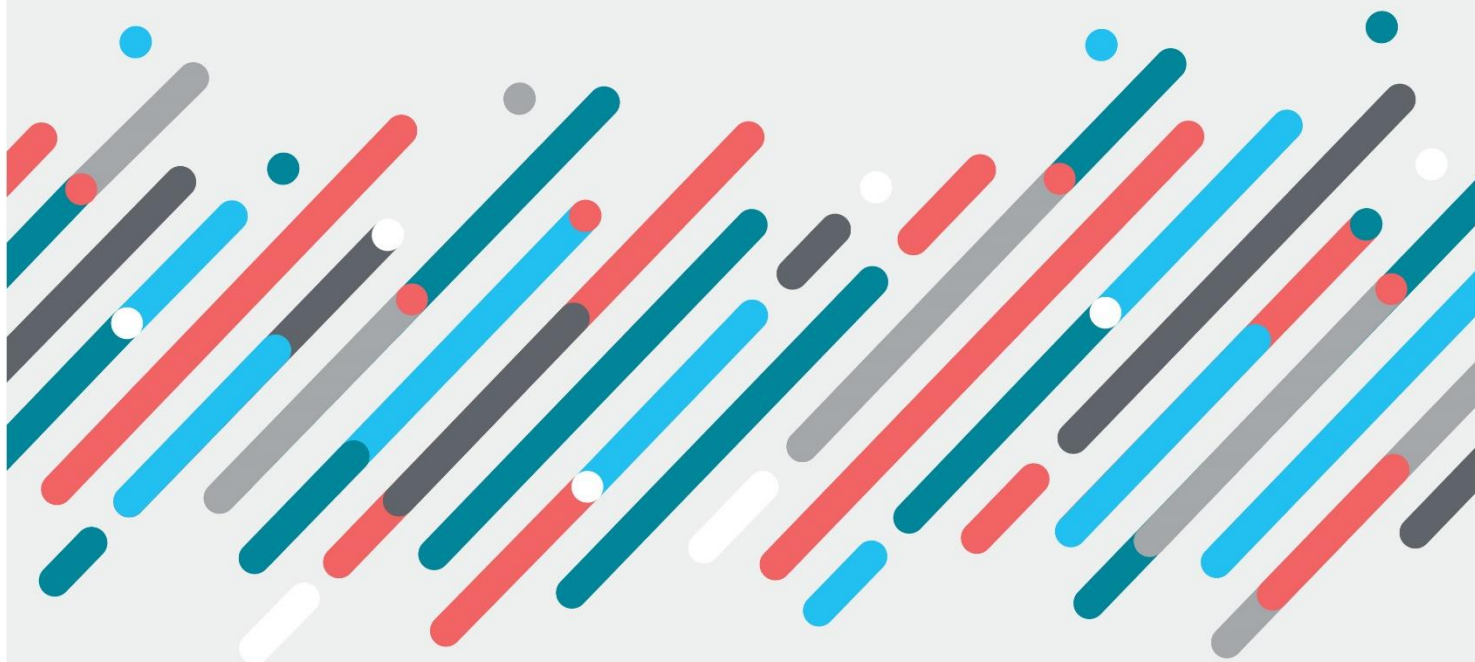




**Australian Government**  
**Department of Education**

# Professional Development and Paid Practicum Subsidy

## Program guidelines

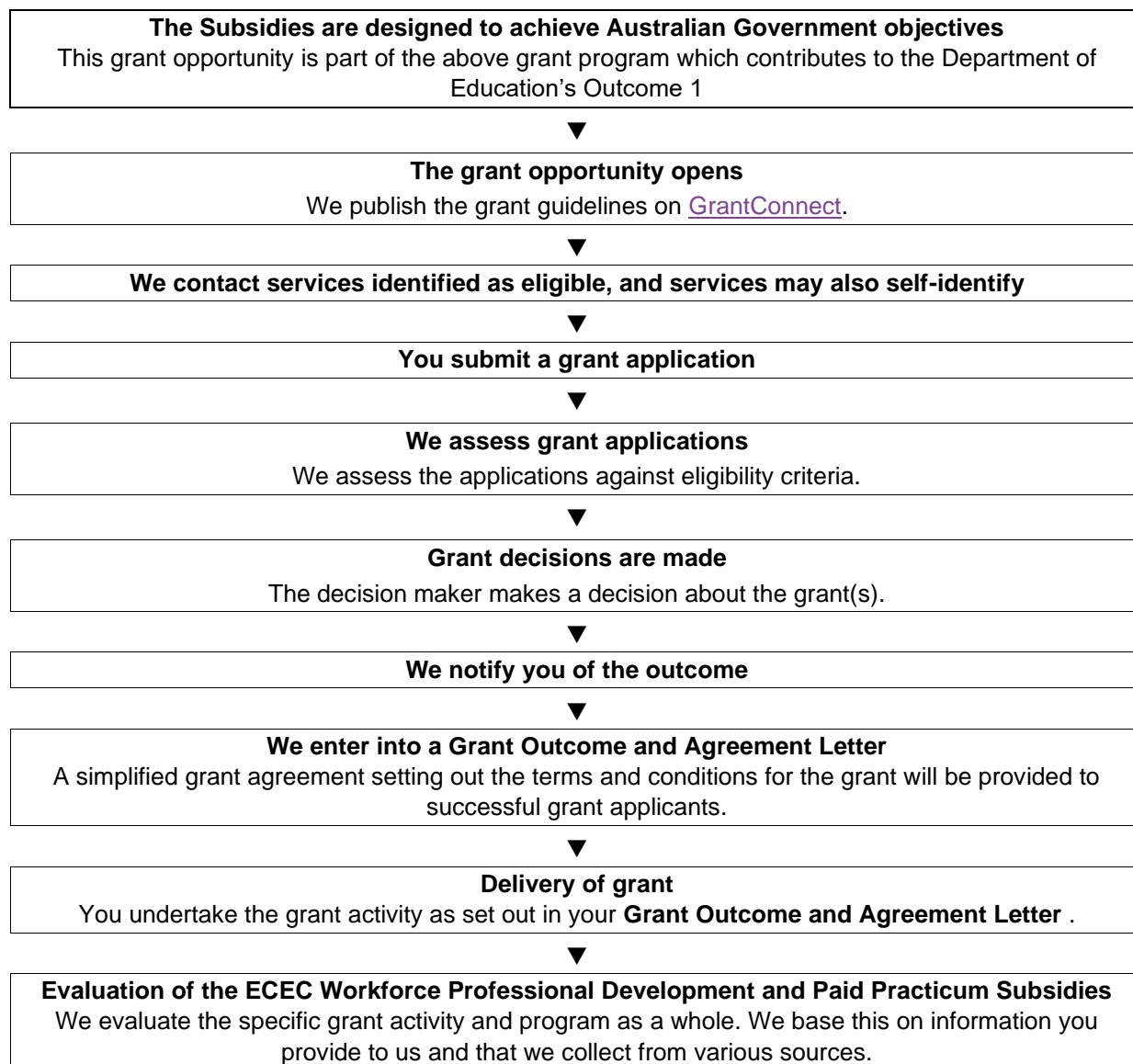


<b>Opening date:</b>	03/07/2023
<b>Closing date and time:</b>	5pm AEST on 18/08/2023 for Q1 payments 5pm AEST on 17/11/2023 for Q2 payments 5pm AEST on 16/02/2024 for Q3 payments 5pm AEST on 10/05/2024 to meet the deadline for Q4 (final) payments under 2023-24 Guidelines
<b>Commonwealth policy entity:</b>	Department of Education
<b>Enquiries:</b>	If you have any questions, contact <a href="mailto:ECCEWorkforce@Education.gov.au">ECCEWorkforce@Education.gov.au</a>  Questions should be sent no later than:  21/07/2023 for Q1 payments; 27/10/2023 for Q2 payments; 25/01/2024 for quarter 3 payments; and 26/04/2024 for Q4 (final) payments under the 2023-24 Guidelines
<b>Date guidelines released:</b>	02/06/2023
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# 1. Process



## 1.1 Introduction

These guidelines contain information for the Professional Development and Paid Practicum Subsidies.

On 3 May 2023, the Australian Government announced the Professional Development and Paid Practicum Subsidies (program) as part of the 2023-24 Budget. The program is one of a number of urgent actions to help support the skills and training of early childhood education and care (ECEC) educators by expanding access to quality professional development.

You must read this document before applying for a Subsidy.

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 and process will be administered by the Department of Education.

## 2. About the grant program

The program will run over four years from 2023-24 to 2026-27. These Guidelines apply to 2023-24 only. New Guidelines for 2024-25 onwards will be released following consultation with stakeholders and agreement by the Minister for Early Childhood Education.

For the **Professional Development Subsidy** stream, the objective of the program is to:

- support up to 22,000 early childhood educators, early childhood teachers and directors (centre managers) to undertake professional development for up to two days.

The intended outcomes are to:

- improve the skills and training of ECEC staff. This includes by supporting ECEC services (Services) to support educators to undertake professional development because those positions must be backfilled to meet legislation and ratio requirements under the National Quality Framework (NQF); and
- upskill the ECEC workforce by building its supply and capacity through professional development training opportunities.

For the **Paid Practicum Subsidy** stream, the objective of the program is to:

- support up to 2,500 early childhood educators in target areas to complete their formal training towards an early childhood teacher degree qualification or postgraduate studies.

The intended outcomes are to:

- provide further career development for the ECEC workforce. Inadequate support and opportunities to engage in professional development contributes to high attrition in the sector.
- assist existing early childhood educators to undertake paid practicum as part of their early childhood teaching (ECT) course requirement by receiving paid leave from their employer.

Across both streams in 2023-24, the program is particularly targeted to services and educators in regional, remote, or very remote communities and First Nations educators and Services.

In 2023-24 the program will be administered directly by the Department of Education (the department).

The program contributes to the achievement of Outcome One in the department's Portfolio Budget Statement: *Improved early learning, schooling, student educational outcomes and transitions to and from school through access to quality childcare, support, parent engagement, quality teaching and learning environments.*

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>1</sup>.

## 3. Grant amount and grant period

### 3.1 Professional Development Subsidy Stream

The Australian Government has announced a total of \$34.4m over four years for the Professional Development Subsidy. This includes a total of \$12.8m in 2023-24. This is a demand driven grant opportunity and funding may be exhausted prior to the final date for application. Should this occur, updated information will be published on GrantConnect and the department's website.

Funding is not designed to cover the exact cost of a staff member's wages. The Subsidy will be calculated based on a flat daily rate, with three rates for early childhood educators, early childhood teachers and directors. This has been calculated based on current July 2022 award rates, with rates for average early childhood educators and directors taken from the

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

Children’s Services Award (2010) and early childhood teachers rates taken from the Education Services (Teachers) Award (2020), including a 25 per cent casual loading. Note the figures below are indicative and will be indexed annually.

	<b>Early Childhood Educators</b>	<b>Early Childhood Teachers</b>	<b>Directors</b>
<b>Payment rate per day</b>	\$250.04	\$378.48	\$355.21

Out of School Hours Care educators and coordinators and Family Day Care coordinators not covered by the Awards outlined above should use the rate closest to their rate of pay per day.

### 3.2 Paid Practicum Subsidy Stream

The Australian Government has announced a total of \$33.1m over four years for the Paid Practicum Subsidy. This includes a total of \$11.4m in 2023-24.

Funding is not designed to cover the exact cost of a staff member’s wages. The Subsidy will be calculated as a flat weekly rate, as practicums are generally completed in multiples of five working days. The weekly rate has been calculated based on Level 3.4 (Diploma) of the Children’s Services Award (2010). Note the figures below are indicative and will be indexed annually.

	<b>Early Childhood Educators</b>
<b>Payment rate per week</b>	\$1059.50

Up to four weeks of practicum will be funded per semester per educator under this Subsidy. The funding amount will be based on the student’s practicum requirements for that semester.

ECEC staff can receive support for multiple practicums in 2023-24. Practicums must commence between 3 July 2023 and 30 June 2024, but do not need to have concluded by the end of the financial year. A practicum should conclude within six months of commencing.

## 4. Eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

We cannot provide a Subsidy if you receive funding from another government source for the same purpose.



## 4.1 Who is eligible to apply for a grant?

### Basic Eligibility

Eligibility for Services is the same across both program streams. All Services must be receiving the Child Care Subsidy (CCS) to be considered eligible.

The applicant (Service) must also:

- be a legal entity, able to enter into a legally binding agreement
- have an Australian Business Number
- have an Australian bank account

### Service types

To be eligible for this program, a Service must be receiving CCS (as eligibility will be determined through CCS records). This includes long day care, family day-care, in-home care, centre-based day care and outside school hours care services. Preschool and kindergarten services are not eligible to receive this Subsidy.

### Location

The Subsidy is targeted to Services that undertake service delivery in one of the following remoteness categories:

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

Remoteness categories are determined by the ABS. More details can be found at:

<https://www.abs.gov.au/statistics/standards/australian-statistical-geography-standard-asgs-edition-3/jul2021-jun2026/remoteness-structure>.

### First Nations Status

First Nations-owned and controlled Services are eligible regardless of location, as defined in Priority Reform Two of the National Agreement Closing the Gap. Further information is available at [Closing the Gap 2020: Priority Reform 2 - Building the Community-Controlled Sector](#). Services in receipt of Community Child Care Fund (Restricted) funding are also eligible.

First Nations staff are also eligible to receive funding through their Service, regardless of that Service's location. For the Professional Development Subsidy stream, Services may be required to provide evidence of a training provider's cultural competency if a non-Indigenous training provider will be delivering professional development to a First Nations staff member. Evidence could include the submission of the organisation's RAP, letter of support from an Aboriginal Community Controlled Organisation, cultural safety plan or policy, or signing a statutory declaration. Training should be targeted and culturally safe.



## 4.2 Requirements of ECEC Staff – Professional Development Subsidy Stream

Individual ECEC staff (such as employees and independent contractors who are early childhood educators, early childhood teachers or directors in an eligible Service) are not eligible to receive Subsidy payments directly and applications must be made by Services.

Up to 100 per cent of contact staff at eligible Services will be able to receive funding for up to 2 days Subsidy, per staff member.

To be eligible, staff must be full-time, part-time or casual staff who have worked more than 40 hours in the preceding three months with that Service. Contact staff are defined as those who are part of the adult to child ratio or those who provide direct early childhood education and care, or supervision for children in other care types such as in-home care.

Any ECEC worker who is the intended beneficiary of the Subsidy must be a citizen or permanent resident of Australia or hold a valid work visa.

Staff may commence employment with a Service following this Subsidy opening on 3 July 2023 and will still be eligible provided they meet all other criteria.

## 4.3 Requirements of ECEC Staff – Paid Practicum Subsidy Stream

Individual ECEC staff (such as employees and independent contractors who are early childhood educators, early childhood teachers or directors in an eligible Service) are not eligible to receive Subsidy payments directly and applications must be made by Services.

To be eligible, staff must be full-time, part-time or casual staff who have worked more than 40 hours in the preceding three months with that Service. Contact staff are defined as those who are part of the adult to child ratio or those who provide direct early childhood education and care, or supervision for children in other care types such as in-home care.

The staff member must either:

- be undertaking a relevant ECT degree-level qualification as recognised by ACECQA at AQF Level 7, for example:
  - Bachelor of Early Childhood Education and Care (Birth to 5);
  - Bachelor of Early Childhood Education and Care (Birth to 8);
  - Bachelor of Early Childhood Education and Care (Birth to 12); or
  - Equivalent ECEC degree-level qualification.

or

- be undertaking relevant post-graduate ECT qualifications as recognised by ACECQA at AQF Level 8 and 9. This includes:
  - Graduate Certificates, such as a Graduate Certificate in Education (Early Childhood);

- Graduate Diploma, such as a Graduate Diploma in Early Childhood Teaching; and
- Master's Degree, such as a Master of Early Childhood Education.

ECEC staff undertaking doctoral-level degrees (AQF Level 10) are not eligible for this Subsidy.

Any ECEC worker who is the intended beneficiary of the Subsidy must be a citizen or permanent resident of Australia or hold a valid work visa.

Staff may commence employment with a Service following this Subsidy opening on 3 July 2023 and will still be eligible provided they meet all other criteria.

## 4.4 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- 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](http://www.nationalredress.gov.au)).
- an individual
- unincorporated association
- overseas resident
- any organisation not included in Section 4.1

# 5. What the grant money can be used for

## 5.1 Eligible grant activities – Paid Practicum Subsidy Stream

Services must use the grant to:

- provide staff leave with pay to complete their paid practicum as part of an eligible degree, as outlined in Section 4.1.

Services will be responsible for:

- the costs associated with backfilling absent staff while they are undertaking their practicum; and
- any costs for a staff members wage that is not covered by this subsidy.

Services must continue to pay their staff member at their full rate of pay for the duration of the practicum, even if the subsidy does not fully cover this.

Some examples are below.

### Example one

Educator A needs to undertake a 20-day practicum as part of their studies towards a Bachelor of Education (Early Childhood). They have completed all necessary pre-requisites and are enrolled to undertake their practicum in Semester Two 2023. Educator A intends to undertake the practicum in one block over a period of four weeks. Educator A's employer can apply for a Subsidy to contribute towards them being paid at their usual rate for the duration of their 20-day practicum.

### Example two

Educator B needs to undertake a 10-day practicum as part of their studies towards a Bachelor of Education (Early Learning). They have completed all necessary pre-requisites and are enrolled to undertake their practicum in Semester One 2024. Educator B intends to undertake the practicum over ten weeks, spending one day each week at their practicum site. Educator B's employer can apply for a Subsidy to contribute towards them being paid at their usual rate for the duration of their 10-day practicum.

### Example three

Educator C has three remaining practicums in order to complete their studies towards a Bachelor of Education in Early Childhood Teaching (Birth-12). They are enrolled to undertake a 5-day practicum in Semester Two 2023 and a 10-day practicum in Semester One 2024. They intend to undertake their third practicum in Semester Two 2024. Educator C's employer can apply for a Subsidy to contribute towards them being paid at their usual rate for both of the first two practicums, but not the practicum commencing in Semester Two 2024.

### Example four

Educator D is paid above the award rate specified in Section 3.2. They are enrolled to undertake a practicum in Semester One 2024 as part of their studies towards a Master of Teaching (Early Childhood). Educator D's employer can apply for a Subsidy to contribute towards them being paid at their usual rate for the duration of their practicum. In accepting the Subsidy, the employer must meet the gap cost between the Subsidy amount and the rate that Educator D is being paid.

## 5.1 Eligible grant activities – Professional Development Subsidy Stream

Eligible Services must use the Subsidy to support staff to undertake training by either:

- funding the cost of backfilling staff while they undertake training during work hours; or
- providing staff with a supplement to attend paid training outside of normal work hours.

Subsidy activity must contribute to a Service meeting its obligations under [Education and Care Services Regulations](#) or [Education and Care Services Law](#) or be focussed on mentoring or leadership. This includes:

- training for new starters, including the approved learning frameworks and National Quality Framework induction;

- training for all early childhood educators and early childhood teachers to support mandatory regulation requirements, including first aid, emergency asthma management and anaphylaxis management training, food handling courses, child protection and mandatory reporting requirements; and
- Support to participate in a mentoring or leadership program that is delivered through a Registered Training Organisation or Higher Education Provider.

Funding provided in 2023-24 may be used to undertake professional development during the 2023-24 or 2024-25 financial years.

Some examples are provided below.

### Example one

Educator A needs to undertake refresher First Aid training. This training is scheduled for a weekday when Staff member A would normally work. Subsidy funding can be used to support the costs of the Service to pay a backfilling relief staff member to fill the shift normally worked by Educator A. Educator A is paid as normal.

### Example two

Educator B needs to undertake food handling training. This training is scheduled to occur on a weekend, outside of the hours the Service is open. Subsidy funding can be used to support the costs of the Service to pay Educator B for the time used to undertake training.

## 5.2 What the grant money cannot be used for

### Professional Development Subsidy Stream

You cannot use the grant for the following activities:

- Any form of training that does not contribute to a Service meeting its obligations under [Education and Care Services Regulations](#) or [Education and Care Services Law](#) or is not focussed on mentoring and leadership as defined in Section 3.1.

You cannot use the Subsidy for the following costs:

- Backfilling or paying staff, even if otherwise adhering to the above conditions, if the staff member was not included as a listed beneficiary in the Subsidy application.
- To subsidise the costs of *both* backfilling and paying the same staff member. The payment for either condition is the same and it is the responsibility of the Service and the staff member to decide which option is preferable.
- Where a Service has already received funding for that activity, for example through a state or territory Government grant.

## Paid Practicum Subsidy Stream

You cannot use the Subsidy for the following activities:

- to fund the costs of backfilling ECEC staff members who are undertaking practicums;
- practicums which conclude prior to 3 July 2023;
- practicums which commence after 30 June 2024;
- to cover any gap between the award rates outlined in Section 3 and the rate of pay an ECEC staff member is being provided;
- to fund practicums or placements for ECEC staff where the relevant ECEC staff or Service or is already receiving another payment designed to cover the student's wages during a practicum, such as a teaching bursary.

## 6. How to apply

Before applying, you must read and understand these guidelines which can be found at [GrantConnect](#). Any alterations and addenda<sup>2</sup> will be published on GrantConnect and by registering on this website you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

All Services identified by the department as eligible based on the criteria outlined in Section 4 will be sent an Application Form by 15 July 2023. Any Service which believes it is eligible and has not received an Application Form by this date should contact the department at [ECECWorkforce@education.gov.au](mailto:ECECWorkforce@education.gov.au).

To be considered, returned Application Forms must include:

- Confirmation that the Service meets all eligibility criteria
- Details of the staff for which the Subsidy is sought, including that those staff meet all eligibility criteria and the rate of Subsidy for each (based on Section 4)
- Agreement to undertake required reporting
- Any other details outlined in the Application Form

Submitting a completed Application Form to the department does not guarantee funding.

We will check your application to ensure it meets the eligibility criteria and in order of application receipt.

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

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<sup>2</sup> Alterations and addenda include but are not limited to corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately at [ECECWorkforce@education.gov.au](mailto:ECECWorkforce@education.gov.au). We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

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

We will acknowledge that we have received your application within two business days of receipt.

## 6.1 Timing of grant opportunity

From 3 July 2023, Services identified as eligible by the department based on the criteria outlined in Section 4 will be invited to apply for the Subsidy. These Services will be sent an Application Form, which must be returned and completed.

The department will then check the information provided in the Application Form against these Guidelines to confirm eligibility. If all eligibility criteria are met and required information is provided, the Service will be sent a Grant Outcome and Agreement Letter.

All offers of Subsidies by the department remain provisional until returned Grant Outcome and Agreement Letters are received by the department, eligibility reviewed and Grant Outcome and Agreement Letters are counter executed by the Program Delegate.

To be considered, returned Application Forms must include:

- Confirmation that the Service meets all eligibility criteria
- Details of the staff for which the Subsidy is sought, including that those staff meet all eligibility criteria and the rate of Subsidy for each (based on Section 3)
- Agreement to undertake required reporting
- Any other details outlined in the Application Form

Submitting a completed Application Form to the department does not guarantee funding.

Services who wish to receive a Subsidy in the first quarter of the 2023-24 Financial Year are required to complete the Grant Outcome and Agreement Letter sent to them via DocuSign by *5.00pm Friday 18 August 2023*, to ensure payment of funds by 30 September 2023. Further payments will be made in each quarter of 2023-24, subject to available funding.

The final date to return an application for consideration under the 2023-24 Guidelines is 10 May 2024, if funds have not been exhausted.

## 6.2 Questions during the application process

If you have any questions during the application period, please contact [ECECWorkforce@education.gov.au](mailto:ECECWorkforce@education.gov.au)

The Department of Education will respond to emailed questions within five working days.

## 7. The grant selection process

Your application will be considered through a demand driven grant process. Eligible applications will be considered to be successful provided sufficient grant funding is available.

### 7.1 Who will approve grants?

The First Assistant Secretary, Workforce Taskforce, is the Program Delegate and decides which Subsidies to approve taking into account the availability of Subsidy funds for the purposes of the grant program.

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

- the approval of the Subsidy
- the Subsidy amount to be awarded
- the terms and conditions of the Subsidy.

There is no appeal mechanism for decisions to approve or not approve a Subsidy.

## 8. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the Subsidy.

## 9. Successful grant applications

If you are successful, you will receive a letter from the Department of Education.

Services must enter into a legally binding agreement with the Commonwealth. The department will use a Grant Outcome and Agreement Letter to formalise the Subsidy with general terms and conditions that cannot be changed.

The department must execute a Grant Outcome and Agreement Letter with a Service before it can make any payments to that Service. The Department is not responsible for any expenditure committed by a Service for professional development activities until a Grant Outcome and Agreement Letter is executed. While funding can be sought for any eligible



professional development or practicum undertaken from 3 July 2023 when this Subsidy commences, if Services choose to start an activity nominally covered by this Subsidy before they have an executed Grant Outcome and Agreement Letter, they do so at their own risk. For example, a service may be deemed ineligible or all funds under this Subsidy may have been exhausted.

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

The Grant Outcome and Agreement Letter will state the:

- Maximum Subsidy amount to be paid; and
- The Service's obligations in relation to the Subsidy, including reporting requirements.

## 9.1 How we pay the grant

Payments will be made through the Child Care Subsidy System (CCSS).

The Subsidy will be paid into the bank account currently nominated for the Service in the CCSS, that has been used to pay the CCS. Services should ensure that their bank account details in the CCSS are up to date.

Services who wish to receive a Subsidy in the first quarter of the 2023-24 Financial Year are required to complete the Grant Outcome and Agreement Letter sent to them via DocuSign by 5.00pm Friday 18 August 2023, to ensure payment of funds by 30 September 2023.

Payments will be made on a quarterly basis and Services whose Grant Outcome and Agreement Letters are not able to be executed by this deadline will be carried over into the next payment quarter.

Future quarterly payments will be in December 2023, March 2024 and June 2024.

## 9.2 Grant Payments and GST

Subsidies are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>3</sup> We do not provide advice on your particular taxation circumstances.

# 10. Announcement of grants

If successful, your Subsidy will be listed on the [GrantConnect](#) website within 21 days after the date of effect<sup>4</sup> as required by Section 5.3 of the [CGRGs](#).

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<sup>3</sup> <https://www.ato.gov.au/>

<sup>4</sup> See glossary



# 11. How we monitor your grant activity

## 11.1 Evaluation

We will evaluate the Professional Development and Paid Practicum Subsidies to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the Subsidy impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your Subsidy for more information to assist with this evaluation.

# 12. Probity

The Australian Government will make sure 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.

These guidelines may be changed from time-to-time by the Department of Education. When this happens, the revised guidelines will be published on GrantConnect.

## 12.1 Enquiries and feedback

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

Any questions you have about grant decisions for this grant opportunity should be sent to [ECECWorkforce@education.gov.au](mailto:ECECWorkforce@education.gov.au)

If you do not agree with the way the Department of Education has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department of Education.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://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 conflict of interest, or perceived conflict of interest, if the Department of Education's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer (or member of an external panel)
- 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 or
- 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.

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

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the Department of Education in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

## 12.3 Privacy

We treat your personal information according to 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.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your 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 you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Department of Education would breach an Australian Privacy Principle as defined in the Act.

## 12.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, 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).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

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

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

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

- other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our 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 rights 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 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 in writing.

By mail: Freedom of Information Coordinator  
50 Marcus Clarke Street  
Canberra ACT 2601

By email: [FOI@education.gov.au](mailto:FOI@education.gov.au)

## 13. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of 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.
commencement date	the expected start date for the grant activity
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
date of effect	can be the date on which a grant agreement is signed 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 makes a decision to award a grant.
DocuSign	the grant portal for the program
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.
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.
<a href="#">Commonwealth Grants Rules and Guidelines</a>	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.
grant	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:

Term	Definition
	<ul style="list-style-type: none"> <li>a. under which relevant money<sup>5</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>6</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project /tasks /services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	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
PBS Program	described within the entity's <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, 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
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
Services	Refers to eligible long day care, family day-care, in-home care centre-based day care and outside school hours care services. Excludes preschool and kindergarten services
value with money	value with money in this document refers to 'value with relevant money' which is a judgement based on the

<sup>5</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>6</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
	<p>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"> <li>• the quality of the project proposal and activities;</li> <li>• fitness for purpose of the proposal in contributing to government objectives;</li> <li>• that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and</li> <li>• the potential grantee's relevant experience and performance history.</li> </ul>

