



Task card – How to Report Vacancies in the Provider Entry Point (PEP)

How to report vacancies in the Provider Entry Point

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Overview

This task card outlines how to report vacancies in the Provider Entry Point (PEP) to meet your reporting obligations under Family Assistance Law (FAL).

Under FAL you are required to report vacancies for each day of the following week by 8am AEST/AEDT each **Friday**

You can find instructions on how to report:

- Vacancies by Age
- General Availability
- Weekend Vacancies

Find more [task cards](#) for the PEP on our website.

If you need further assistance, contact the Child Care Subsidy Provider Helpdesk on 1300 667 276 from 9 am to 5 pm AEST or [via email](#) anytime.

Note: Only certain special characters can be used in the PEP:

- full stop (.)
- comma (,)
- hyphen (-)
- slashes (/, \)
- apostrophe (').

All other special characters will cause an error in the system.



Logging In

Step 1

Log in to the [Provider Entry Point \(PEP\)](#).

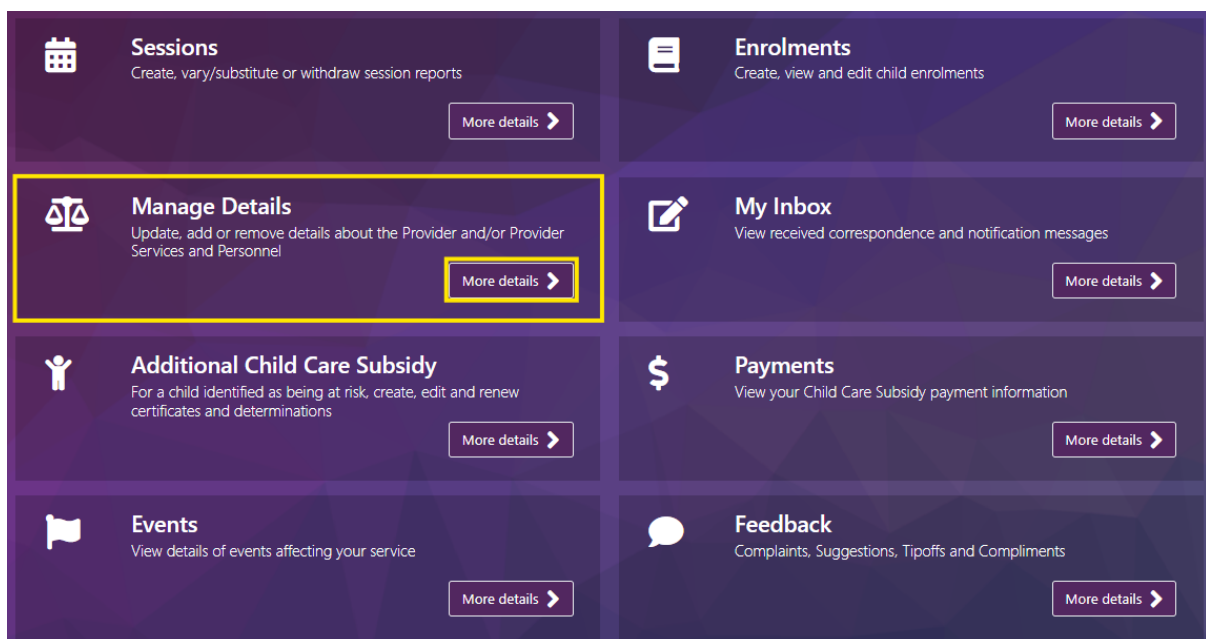
Vacancies

Step 1

Navigate to the homepage of the service where you want to report vacancies.

It is important that you are in the appropriate service context for the vacancies you will be reporting.

Select the **Manage Details** tile.



Step 2

Under the **Business Details** heading select **Vacancies offered**

Service name

Contact details

Financial details

Address Details

Circumstances and Notifications

Location of records

Notify matters affecting approval

Approval Conditions

Operational Details

Temporary ceasing of operations

External management

Trustee

Service Operation

ACCS Cap Percentage

Business Details

Contact details

Hours of operation

Fees and inclusions

Vacancies offered

Personnel Details

Manage Personnel

Add personnel

Step 3

Enter the date for the week you are reporting vacancies.

Note – You can report vacancies for the current week and one week ahead. Vacancy information cannot be backdated for past weeks.

Manage Details / Business Details Vacancies Offered

Anticipated Vacancies

Anticipated vacancies for week commencing:

dd/mm/yyyy...

<

Jul

>

2025

>

nday

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Cancel


Submit

Vacancies by Age

You can report vacancies to display on Startingblocks.gov.au by **Age Group**. This will mean that vacancies will display per age group and as either casual or permanent.


Step 1

For each day select either **Yes** or **No** if vacancies exist and select **Advanced**

 Manage Details / **Business Details Vacancies Offered**

Anticipated Vacancies

Anticipated vacancies for week commencing:



Monday 21/07/2025	Vacancies Exist <input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Advanced"/>
Tuesday 22/07/2025	Vacancies Exist <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Advanced"/>
Wednesday 23/07/2025	Vacancies Exist <input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Advanced"/>
Thursday 24/07/2025	Vacancies Exist <input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Advanced"/>
Friday 25/07/2025	Vacancies Exist <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Advanced"/>

Step 2

Select available vacancies for each relevant **Age Group** and **Session**

Anticipated Vacancies

Anticipated vacancies for week commencing:

21/07/2025



Monday 21/07/2025

Vacancies Exist ☒ Yes ☐ No

Hide

Age Group		0-12 Months			13-24 Months		
Session		Hourly	½ Day	Full Day	Hourly	½ Day	Full Day
Permanent		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Casual		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Age Group		25-35 Months			36 Months to Preschool		
Session		Hourly	½ Day	Full Day	Hourly	½ Day	Full Day
Permanent		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Casual		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Age Group		Preschool Age and Above		
Session		Hourly	½ Day	Full Day
Permanent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casual		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 3

Complete the above step for all relevant days and select **Submit** to submit vacancies

Anticipated Vacancies

Anticipated vacancies for week commencing:

21/07/2025



Monday 21/07/2025

Vacancies Exist ☒ Yes ☐ No

Advanced

Tuesday 22/07/2025

Vacancies Exist ☐ Yes ☒ No

Advanced

Wednesday 23/07/2025

Vacancies Exist ☒ Yes ☐ No

Advanced

Thursday 24/07/2025

Vacancies Exist ☒ Yes ☐ No

Advanced

Friday 25/07/2025

Vacancies Exist ☐ Yes ☒ No

Advanced

Add Weekend

Cancel

Submit

Step 4

You will receive a receipt confirming the submission of vacancy information. Select either **Return Home** to return to the **Service home page** or **Continue** to return to the **Manage Details page**.

Receipt

Your available vacancy details have been received.

Submitted by: Centre Director

Submitted on: 18/07/2025

Time: 11:02 AM

[Return Home](#) [Continue](#)

General Availability

You can report vacancies to display on Startingblocks.gov.au as **General Availability**. This will mean that vacancies will display as only yes or no per day and not the ages or session type.

Step 1

For each day select either **yes** or **no** if vacancies exist

Anticipated Vacancies

Anticipated vacancies for week commencing:

21/07/2025




Monday 21/07/2025	Vacancies Exist <input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced
Tuesday 22/07/2025	Vacancies Exist <input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Wednesday 23/07/2025	Vacancies Exist <input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Thursday 24/07/2025	Vacancies Exist <input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Friday 25/07/2025	Vacancies Exist <input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced

[Add Weekend](#)

[Cancel](#) [Submit](#)


Step 2

Select **Submit** to submit vacancies


Manage Details / **Business Details Vacancies Offered**

Anticipated Vacancies

Anticipated vacancies for week commencing:




Monday 21/07/2025	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced
Tuesday 22/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Wednesday 23/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Thursday 24/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Friday 25/07/2025	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced

[Add Weekend](#)

[Cancel](#)
[Submit](#)

Step 3

You will receive a receipt confirming the submission of vacancy information. Select either **Return Home** to return to the **Service home page** or **Continue** to return to the **Manage Details** page.


Manage Details / **Business Details Vacancies Offered**

Receipt

Your available vacancy details have been received.

Submitted by:	Centre Director
Submitted on:	18/07/2025
Time:	9:49 AM

[Return Home](#)
[Continue](#)

Weekend Vacancies

Step 2

From the **Anticipated Vacancies** page, select **Add Weekend**



Anticipated Vacancies

Anticipated vacancies for week commencing:

21/07/2025



Monday 21/07/2025	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced
Tuesday 22/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Wednesday 23/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Thursday 24/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Friday 25/07/2025	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced

Add Weekend

Cancel Submit

Step 3

From here follow the same above steps for either **Age Group Vacancies** or **General Availability** and select **Submit** to submit vacancies.

Anticipated Vacancies

Anticipated vacancies for week commencing:

21/07/2025




Monday 21/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Tuesday 22/07/2025	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced
Wednesday 23/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Thursday 24/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Friday 25/07/2025	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	Advanced
Saturday 26/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced
Sunday 27/07/2025	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	Advanced

Cancel Submit

Step 4

You will receive a receipt confirming the submission of vacancy information. Select either **Return Home** to return to the **Service home page** or **Continue** to return to the **Manage Details** page.

 Manage Details / **Business Details Vacancies Offered**

Receipt

Your available vacancy details have been received.

Submitted by:	Centre Director
Submitted on:	18/07/2025
Time:	11:08 AM

[Return Home](#) [Continue](#)