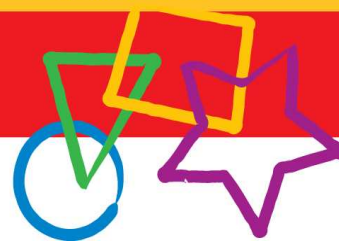


Early Childhood Teacher Scholarship Salary Contribution Fact Sheet



The *Early Childhood Teacher Scholarship* supports employees in the early childhood education and care sector to upgrade their university qualifications in order to deliver approved kindergarten programs in Queensland.

Scholarship recipients will receive support from the Department of Education and Training directly related to the study program including:

- payment of course fees associated with enrolment in the study program;
- study allowance of \$500 each semester to assist with study-related expenses; and
- release time, negotiated with the employer, to complete professional experience/practicum (if required).

While the funding for the scholarship will be provided by the department, employers are also required to support their employees who are scholarship recipients, including releasing the recipient to complete compulsory professional experience/practicum placements. Skills and knowledge gained will benefit not only the individual but also the centre in which they are currently employed.

Access to Professional Experience Release Time

Scholarship recipients undertaking the Bachelor of Education (Early Childhood) at the University of Southern Queensland or the Graduate Diploma in Early Childhood Education at Griffith University are required to successfully complete professional experience/practicum in a recognised setting during the school term as part of the study program.

Professional experience/practicum provides an important avenue for developing and demonstrating the professional standards required of teachers. Professional experience/practicum involves actively engaging in all aspects of the teaching process, in different early education settings and with a range of learners.

Scholarship recipients are required to complete the professional experience/practicum requirements as whole days and generally through periods of consecutive days at the same school setting.

The release time for professional experience/practicum is to be negotiated between the scholarship recipient and the Centre Director or employer. Continuity of student care and learning as well as support of the scholarship recipient's study program are factors that need to be considered in these negotiations.

Salary Contribution

To encourage employers to provide scholarship recipients with access to Professional Experience Release Time to complete the professional experience/practicum requirements, the department will contribute 50% of the scholarship recipient's usual gross salary, paid by the employer during the period that the recipient participates in the approved professional experience/practicum. This contribution will be paid by way of reimbursement to the employer and will be subject to the department being reasonably satisfied that the:

- scholarship recipient has completed the professional experience/practicum on a full-time basis;
- employer has treated the scholarship recipient's participation in the professional experience/practicum as the recipient's employment duties over that period and has not deducted the period from the recipient's leave entitlements;
- employer has paid the scholarship recipient's usual gross salary in relation to the period that the recipient was engaged in the professional experience/practicum;
- employer operates a licensed centre-based long day care or kindergarten service;
- department has not previously reimbursed the salary costs in relation to the scholarship recipient's participation in the professional experience/practicum period.

For the purposes of this scholarship, "usual gross salary" is defined as being the amount of money earned before tax is deducted. Excludes reimbursement of allowances, overtime and any other associated salary on-costs such as workers compensation, superannuation and levies.

The payment of release time is in addition and separate to the scholarship recipient's access to professional developments days.

Application for Reimbursement

Employers of scholarship recipients can apply for reimbursement of the salary contribution from the department.

All funding requests are to be submitted to the department using the *Salary Contribution Request Form* within 30 days of the scholarship recipient completing the professional experience/practicum. The *Salary Contribution Request Form* must be accompanied by a Tax Invoice.

Salary Contribution Request Form

The *Salary Contribution Request Form* details the professional experience/practicum placement undertaken by the scholarship recipient and the scholarship recipient's salary details.

The employer and the scholarship recipient are required to sign the *Salary Contribution Request Form* and certify that the details provided are true and accurate.

Tax Invoice

The Tax invoice must include the following information:

- centre's identity (name, address, contact details) and ABN;
- scholarship recipient's name;
- total amount being claimed for salary contribution (must be equivalent to 50% of the usual gross salary paid during the professional experience/practicum); and
- amount of GST (if applicable).

Submitting the Salary Contribution Request

The *Salary Contribution Request Form* and the tax invoice should be forwarded to:

Early Childhood Teacher Scholarship
Workforce Futures, Human Resources
Department of Education and Training
PO Box 15033
CITY EAST QLD 4002

Terms of Payment

Payments will be made by electronic funds transfer (EFT) into the employer's nominated bank account within six (6) weeks of the department receiving satisfactory documentary evidence.

Further Information

Should you require further information or assistance, please contact:

Early Childhood Teacher Scholarship
Workforce Initiatives, Human Resources
Department of Education and Training
Email: earlychildhoodscholarships@deta.qld.gov.au
Telephone: (07) 3225 2214

Further information regarding the *Early Childhood Teacher Scholarship* is available from the department's website <http://education.qld.gov.au/hr/recruitment/teaching/early-childhood-scholarships.html>.