



Kindy Rural and Remote Teacher Incentive Scheme

Guidelines

for Services and Early Childhood Teachers

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In recognition of the increasing demand for early childhood teachers, especially in rural and remote communities, the *Kindy Rural and Remote Teacher Incentive Scheme* has been developed by the Queensland Government to assist employers to attract qualified early childhood teachers to these locations.

The *Kindy Rural and Remote Teacher Incentive Scheme* offers up to \$12,000 in financial incentives to early childhood teachers who commence employment with an eligible approved kindergarten program provider in a rural or remote community. The incentive scheme also aims to encourage newly appointed early childhood teachers to remain employed at the centre for at least two years.

Context

The Queensland Government is committed to ensuring that all Queensland children have access to a kindergarten program in the year prior to Prep. Early childhood education and care services delivering a Queensland Government approved kindergarten program are eligible for specified funding and must employ a qualified early childhood teacher to deliver the kindergarten program.

A key challenge to achieving the Government's commitments is ensuring an adequate supply of qualified early childhood teachers is available to match the growth of kindergarten capacity across Queensland. This includes attracting and retaining qualified teachers in areas where there are existing workforce shortages, such as in rural and remote communities.

In 2011 the Minister for Education and Industrial Relations, Cameron Dick MP, released the *Early Childhood Education and Care Workforce Action Plan 2011-2014*. The workforce action plan includes a range of initiatives to support the development of the early childhood workforce to meet the challenges posed by national and state reforms.

The *Kindy Rural and Remote Teacher Incentive Scheme* is a significant workforce initiative currently being implemented by the Queensland Government to increase the availability of qualified early childhood teachers in rural and remote early childhood education and care settings to deliver approved kindergarten programs.

The initiative is contained within the *ECEC Workforce Action Plan 2011-2014* and complements other strategies to increase the capacity of the existing workforce to deliver kindergarten programs across Queensland by 2014.

The *Kindy Rural and Remote Teacher Incentive Scheme* is funded through the National Partnership Agreement on Early Childhood Education which commits all governments to achieving universal access to quality early childhood education programs in the year prior to Prep.

Purpose of the Incentive Scheme

Through the *Kindy Rural and Remote Teacher Incentive Scheme*, the Department of Education and Training will offer up to 100 incentive grants to qualified early childhood teachers who are appointed to eligible long day care and kindergarten services, in rural and remote locations specifically to deliver an approved kindergarten program.

The *Kindy Rural and Remote Teacher Incentive Scheme* will enable long day care services and kindergarten services to apply for Grant Approval Status to recruit a qualified teacher to deliver an approved kindergarten program. Services with grant approval status can promote the availability of a financial incentive of up to \$12,000 as part of the employment package when advertising the vacant early childhood teacher position.

Early childhood educators who take up teaching positions at grant approved services will be eligible to receive the incentive to assist with relocation and living expenses. The incentive scheme also aims to encourage newly appointed early childhood teachers to remain employed at the centre for at least two years by providing an initial payment and subsequent payments after 12 and 24 months of service.

Incentive Benefit

Early Childhood Teachers appointed to positions at services holding Grant Approval Status may be eligible to apply for the *Kindy Rural and Remote Teacher Incentive* payments of up to a maximum of \$12,000.

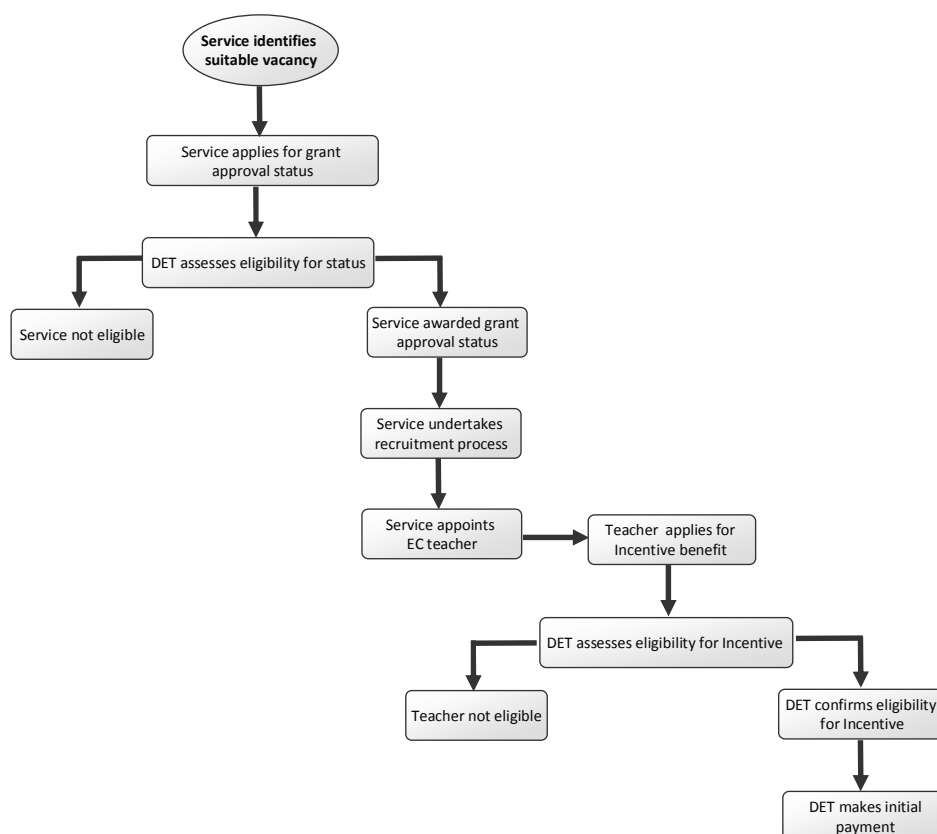
The incentive benefit will be paid directly to eligible early childhood teachers in instalments over a two-year period and includes a once-off initial payment. The instalments are paid following confirmation the teacher has maintained employment for a continuous period and will be paid as follows:

Timing of Incentive Payments	Amount
Initial payment	\$4,000
Completion of 12 months service	\$3,000
Completion of 24 months service	\$5,000
Maximum benefit payable	\$12,000

The incentive benefit can be used at the recipient's discretion; however it is intended that the funds will assist with expenses related to relocation to the community, travel and living expenses.

Overview

The following diagram provides an overview of the *Kindy Rural and Remote Teacher Incentive Scheme* process.



Grant Approval Status

Individual applications for Grant Approval Status are invited from long day care services and kindergarten services in eligible Accessibility/Remoteness Index of Australia (ARIA) 3-5 localities, with approval to provide a kindergarten program but who are experiencing difficulties in attracting suitably qualified early childhood teachers to their community.

Services with Grant Approval Status will be able to promote the availability of an employment incentive of up to \$12,000 over two years to qualified early childhood teachers as part of the employment package when they advertise the vacant position.

Services can apply to the Department of Education and Training for Grant Approval Status by completing the *Kindy Rural and Remote Teacher Incentive Scheme Application Form – Services* and attaching documentary evidence to support the application (as outlined in the following section), including a copy of the position description. The form and supporting documentation is to be returned to the Department of Education and Training (the Department) for assessment.

Approval status will be granted for a period of **six months** at the discretion of the Department, in response to available funds. Should services be unable to recruit within the six month period, Grant Approval Status may be extended in exceptional circumstances by application to the Department.

The Department will provide services with Grant Approval Status with an information package, including suggestions on how the vacant position can be advertised and how the incentive could be promoted.

It will be the responsibility of the service to recruit a suitable candidate that meets the criteria for delivering an approved kindergarten program.

Eligibility for Grant Approval Status

Applications for Grant Approval Status are invited from long day care services or kindergarten services that hold provisional approval to deliver a kindergarten program but do not currently have a qualified early childhood teacher on staff.

To be eligible for Grant Approval Status, the service must:

- be a long day care service or a kindergarten service that is an approved kindergarten program provider; and
- be located in an eligible rural or remote location. (A list of eligible locations is provided at: <http://education.qld.gov.au/hr/recruitment/teaching/kindy-incentive-scheme.html>)

Application for Grant Approval Status

Services that meet the above eligibility criteria may apply to the Department of Education and Training for Grant Approval Status by completing the *Kindy Rural and Remote Teacher Incentive Scheme Application Form – Services*.

Services must complete all sections of the *Kindy Rural and Remote Teacher Incentive Scheme Application Form – Services* and submit this with the required documentation.

Completed applications must include the following:

- copy of position description

The ***Kindy Rural and Remote Teacher Incentive Scheme Application Form - Services*** is available from <http://education.qld.gov.au/hr/recruitment/teaching/kindy-incentive-scheme.html>

Services that meet the standard eligibility criteria will be advised of the outcome of the application for Grant Approval Status within 15 working days; with those services that do not meet the eligibility criteria being advised of the outcome of the application within 20 working days.

Successful appointees to vacant positions will be required to complete an application form accepting the terms and conditions of the incentive package including expectation to work for a minimum period of time in a licensed child care service.

Services can obtain all the necessary information and forms by visiting the Department's website at <http://education.qld.gov.au/hr/recruitment/teaching/kindy-incentive-scheme.html>.

Lodging the Application

Services applying for Grant Approval Status are required to submit one copy of the completed application and all requested attachments to the following address:

Kindy Rural and Remote Teacher Incentive Scheme
Human Resources
Department of Education and Training
PO Box 15033
CITY EAST QLD 4002

Employment Incentive

Teachers appointed to a service with Grant Approval Status in an eligible ARIA 3-5 locality to deliver an approved kindergarten program are eligible to receive an incentive of up to \$12,000 to encourage them to remain employed in that service for a period of at least two years.

The incentive is paid in instalments and includes a once-off initial payment. The instalments are paid following confirmation from the employer that the teacher has been employed for a continuous period of service.

Eligibility Criteria for Early Childhood Teachers

Early childhood teachers may access the incentive benefit by applying to the Department from commencement of employment in a position advertised by a service with Grant Approval Status.

The incentive benefit will be paid directly to the teacher when the following conditions have been met:

- 1) The teacher holds teacher recognition from the Department of Education and Training which confirms they have met the teacher eligibility requirements for delivering an approved kindergarten program
- 2) The teacher has been appointed to a long day care service or kindergarten service that is an approved kindergarten program provider with Grant Approval Status for that position
- 3) The teacher is relocating at least 150kms from their primary residence, and
- 4) The teacher is commencing a position in a service that is not of a similar or higher ARIA rated location as their previous employment. (For example, can not be relocating from ARIA 5 to ARIA 4, however can relocate from ARIA 2 to ARIA 4).

Categories of Remoteness:

- | | | |
|-------------------------|------------------|---|
| 1 Highly Accessible | (highest rating) | |
| 2 Accessible | | ↓ |
| 3 Moderately Accessible | | |
| 4 Remote | | |
| 5 Very Remote | (lowest rating) | |

The teacher eligibility requirements for delivering an approved kindergarten program are available on the Department's website at <http://deta.qld.gov.au/earlychildhood/workforce/career/requirements/kindergarten-teacher-recognition.html> or by calling the Kindy Hotline on 1800 4 KINDY (54639).

Application for Employment Incentive

Early childhood teachers appointed to vacant positions in services with Grant Approval Status are eligible to apply for the employment incentive of up to \$12,000 over two years.

Teachers must complete all sections of the *Kindy Rural and Remote Teacher Incentive Scheme Application Form – Teachers* and submit this with the required documentation to the Department of Education and Training.

Completed applications must include the following:

- certified copy of identification documents (e.g. driver's licence or passport, and evidence of permanent residency if not an Australian or New Zealand citizen)
- evidence of previous personal residence to support distance requirements for relocation (e.g. copy of rates notice, electricity account, telephone account)
- curriculum vitae/resume (maximum 3 pages)
- copy of appointment letter
- copy of teacher recognition letter
- personal details advice form
- tax file number declaration form

Please do not submit original documents. All documents submitted as part of the application will become the property of the Department of Education and Training and will not be returned.

As part of the application process, employers are required to complete the employer declaration section on the *Kindy Rural and Remote Teacher Incentive Scheme Application Form – Teachers*. The declaration gives employers the opportunity to confirm the applicant has met the eligibility criteria for the incentive.

The *Kindy Rural and Remote Teacher Incentive Scheme Application Form – Teachers*, is available from <http://education.qld.gov.au/hr/recruitment/teaching/kindy-incentive-scheme.html>.

Once eligibility for the employment incentive is confirmed by the Department of Education and Training, the eligible early childhood teacher will receive the initial incentive payment of \$4000 by electronic funds transfer to their nominated bank account.

To be eligible to receive the additional incentive payments, teachers will need to complete the *Incentive Scheme Claim Form* at the end of each period of eligible service during the two year period and submit to the Department for processing.

Early childhood teachers can obtain all the necessary information and forms by visiting the Department's website at <http://education.qld.gov.au/hr/recruitment/teaching/kindy-incentive-scheme.html>.

Lodging the Application

Early childhood teachers applying for the Incentive Benefit are required to submit one (1) copy of the completed application and all requested attachments to the following address:

Kindy Rural and Remote Teacher Incentive Scheme
Human Resources
Department of Education and Training
PO Box 15033
CITY EAST QLD 4002

Assessment and Selection

All written applications for grant approval status and for the incentive scheme will be reviewed and assessed by the Department.

Services will be assessed for Grant Approval Status on the basis of all information presented, including supporting statements and reports where applicable. Each application will be assessed with particular consideration to compliance with the eligibility criteria (refer pg 5).

Teachers will be assessed for the incentive on the basis of all information presented, including supporting statements and reports where applicable. Each application will be assessed with particular consideration to compliance with the eligibility criteria (refer pg 6).

All applications for grant approval status and the incentive will be assessed and awarded in accordance with the available quota. A maximum of 100 grants will be available.

Expectations and Obligations

Services

Services will hold Grant Approval Status for a period of **six** months from the date the Department approves the application for grant status.

The expectations and obligation of services includes:

- meeting the eligibility requirements for Grant Approval Status
- promoting the availability of the incentive as part of the employment package when advertising the vacant position
- employing a qualified early childhood teacher
- applying to the Department for renewal of grant status, if required
- providing induction / mentoring opportunities to support the teacher's transition to employment with the new service and engagement with the local community
- notifying the Department if the working conditions of the teacher changes, including approval of long term periods of special leave and maternity leave.

Teachers

The expectations and obligation of early childhood teachers include:

- meeting the eligibility requirements for the incentive
- maintaining employment at the Grant Approved service to confirm eligibility for incentive payments
- providing the Department with a copy of the appointment letter, resume, identification document, personal details advice and tax file number declaration forms
- providing the Department with a completed application form signed by the employer
- submitting the *Incentive Scheme Claim Form* signed by the employer and forward to the Department at the end of each service period as evidence they have maintained employment at the service.

Department of Education and Training Responsibilities

The Department is responsible for the leadership and management of the *Kindy Rural and Remote Teacher Incentive Scheme*, monitoring its progress and reporting on outcomes. It is the responsibility of the Department to:

- implement and manage the incentive scheme, including administering the application and approval process for grant status, and the application and approval process for the incentive
- promote the Incentive Scheme to eligible early childhood education and care services and staff
- facilitate the priority assessment of applications for teacher recognition received from teachers being considered for appointment at grant approved services
- work with grant approved services to ensure availability of incentive is promoted in recruitment processes
- provide a point of contact for grant approved services during the approval status period
- provide a point of contact for incentive recipients during the service period
- collect data in order to evaluate and report on the incentive scheme, including regular updates for inclusion on kindy reporting requirements for the Minister, Department, Australian Government and relevant stakeholders.

Changes to Circumstances

The Department acknowledges that some changes in personal and professional circumstances may affect an incentive recipient's ability to meet the expectations and obligations of the Incentive Scheme.

All grant approved services are encouraged to contact the Department should the working conditions of incentive recipients change.

Grant approved services will need to re-apply to the Department for renewal of grant approval status should the position become vacant.

Incentive recipients are encouraged to contact the Department to discuss the possible implications on their eligibility for incentive should their working conditions or personal circumstances change. For example, general leave without pay from the employer would not constitute service for the purpose of this benefit.

Independent Legal or Financial Advice

Recipients are encouraged to seek independent financial and/or taxation advice regarding individual taxation responsibility and the implications, if any, of the incentive.

Recipients will receive an annual payment summary indicating the amount of the employment incentive paid in the previous financial year.

Incentive recipients are encouraged to seek independent advice regarding the expectations of the Incentive Scheme as outlined in the Guidelines.

Additional Information

While the funding for the *Kindy Rural and Remote Teacher Incentive Scheme* will be provided by the Department, through the National Partnership Agreement on Early Childhood Education, employers are encouraged to support the transition of newly appointed teachers to rural and remote communities.

Employers could consider providing access to induction opportunities to support the teacher's engagement with the service and local community. Employers may also wish to consider facilitating the development of mentoring relationships with other teachers or staff within their centre or at other centres within the local community.

Employers should also provide advice to proposed teacher employees on pay and conditions within the sector, including any allowances, incentives or other entitlements contained within the Modern Award or collective agreement the service may be signatory to.

Locality Allowance and Transfer Expenses

Teachers appointed to grant approved services may be eligible to receive additional allowances and benefits if provisions are available under the modern award or collective agreement. The service director will be able to advise applicants during the recruitment process.

Housing / Rent Subsidies

In some locations, the teacher may be able to access subsidised housing. The service director will be able to advise applicants during the recruitment process.

Teachers appointed to services are encouraged to seek advice from the service director on the availability of long-term and short-term rental accommodation or other local residential accommodation.

Leave without pay

Incentive recipients are encouraged to contact the Department to discuss the possible implications on their eligibility for incentive should their working conditions change.

Privacy

The information collected on the Kindy Rural and Remote Teacher Incentive Scheme application forms will be used by the Department to assess eligibility for Grant Approval Status and the incentive, and for the ongoing management of the Incentive Scheme.

Personal information collected by the Department is handled in accordance with the *Information Privacy Act 2009* and the *Right to Information Act 2009*. Applicants should note that as part of the assessment process, the claims made on the application forms may be checked by relevant departmental personnel, past employer/s, and/or police. A false answer may result in the application not being considered or the subsequent termination of any incentive benefit that is awarded on the basis of the false information supplied.

The information provided by applicants will be securely stored and will be made available to appropriate authorised officers of the Department or agents employed by the Department.

The information will be disclosed to other parties without your consent where the disclosure is in accordance with law. Personal information from the application forms may be disclosed to third parties such as the employer.

Further Information

For further information about the *Kindy Rural and Remote Teacher Incentive Scheme*, please refer to one of the following:

Contact	Details
Website:	Visit http://education.qld.gov.au/hr/recruitment/teaching/kindy-incentive-scheme.htm to view and/or download the following documents and forms for the Kindy Rural and Remote Teacher Incentive Scheme: <ul style="list-style-type: none">• Kindy Rural and Remote Teacher Incentive Scheme Application Form – Services• Kindy Rural and Remote Teacher Incentive Scheme Application Form – Teachers• Guidelines (this document)• Fact Sheets – Information for Services, Information for Early Childhood Teachers• Personal Details Advice Form• Eligible ARIA locations Visit http://deta.qld.gov.au/earlychildhood/ to find out more about the kindergarten reforms in Queensland
Email:	KindyTeacherIncentive@deta.qld.gov.au
Post:	Principal Project Officer Kindy Rural and Remote Teacher Incentive Scheme Human Resources Department of Education and Training PO Box 15033 CITY EAST QLD 4002
Telephone:	(07) 3225 2214
Fax:	(07) 3237 0842