



# Long Day Care Professional Development Programme

## Frequently Asked Questions – March 2015

This document provides further information on questions for which providers are commonly seeking clarification.

This document should be read in conjunction with the LDCPDP Funding Guidelines, available at:

[www.education.gov.au/ldcpdp](http://www.education.gov.au/ldcpdp)

### **When do I have to provide Progress Report 1?**

The Progress Report 1 must be lodged online to the Department of Social Services (the Department) by **5.00 pm AEDST on 31 March 2015**.

### **How can I access the Progress Report 1 form?**

You can access the [Progress Report 1 form](#) online.

### **Does the service have to spend all of their first payment by the end of the first reporting period (which ends on 28 February 2015)?**

No. You don't have to spend all or any of your funds by the end of the first reporting period. This flexibility allows each service to plan when to spend funds to achieve the best outcome for educators and children who use their service.

Any unused funds from either of the first two reporting periods can be rolled over for use in the next reporting period. You do not need our approval to do this.

### **What happens after I submit my report?**

Acceptance of the report by the Department triggers the second payment due in June 2015.

### **What can I spend the funds on?**

The Programme Guidelines and Funding Agreement set out what the funding can be used for and what it cannot be used for.

Providers have flexibility in how they use the funding however all funding should be used for activities that support the implementation of the National Quality Framework.

Funding can be used for items such as to purchase external training, enable staff to undertake internal

training or provide assistance with accessing training that is related to the implementation of the NQF. This includes costs associated with backfilling an employee who has gone to training.

Providers should be aware that they are required to account for expenditure under the LDCPDP through progress reports and that they will be required to provide the Department with evidence of expenditure including receipts at the end of the Funding Agreement period. Additionally providers should be aware that the Australian National Audit Office may request evidence of expenditure and has the right to examine accounts of providers and visit services.

### **Can I use LDCPDP funds to backfill a staff member on practicum placements?**

Yes. The funds can be used for costs associated with backfilling staff who are absent to attend a professional development activity that is part of the educator's professional development plan and that aligns with the LDCPDP Funding Guidelines. This includes practicum placements that may be associated with that activity.

### **Can a director who does not have a direct contact role with children undertake professional development funded by the LDCPDP?**

Yes. Once funds have been provided, the service has the flexibility to use funds in accordance with its professional development priorities.

### **If an educator is already studying a course of study, can the fund assist with the costs of that course?**

Yes. If educators have already commenced a course of study, providers may use the LDCPDP funding to assist them to complete the course. Units of study undertaken

### **Need more information?**

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Call: 1800 020 212 between 9am and 4.30pm (AEDT) Monday to Friday

during the funding period would be eligible (as long as the course meets the other criteria outlined in the LDCPDP Funding Guidelines).

### **Can the LDCPDP be used for training that is being funded by another government or organisation?**

LDCPDP funding cannot be used on an activity already funded by another entity (eg a state or territory government). However, if the service has out of pocket costs associated with that activity, it may use LDCPDP funding to cover those costs (so long as the training is in keeping with the other criteria in the guidelines).

For example, if the service has a trainee for which it is receiving a state government incentive payment, but is also being charged an administration fee that is not covered by the state government, payment of the administration fee would be an acceptable use of LDCPDP funding.

### **What type of training/ courses/ qualifications can I claim for?**

Providers must ensure that the training undertaken by an educator is relevant to the requirements under the National Quality Framework (NQF) and the National Quality Standard (NQS). For information on the NQF and the NQS, go to:

<http://www.acecqa.gov.au/au/national-quality-framework>

The Department may request this evidence as part of a random audit or may request the additional information as part of the acquittal process.

### **How can I check if professional development I want to purchase is eligible?**

Providers should refer to the Programme Guidelines and the Funding Agreement as these documents provide guidance on the types of professional development to be considered.

If you are still not sure whether an activity falls within the scope of the programme guidelines, please call the LDCPDP Hotline on 1800 020212.

### **What about those services that were not eligible to apply for the LDCPDP during the application period as they were not yet Child Care Benefit approved?**

New LDC services that receive their CCB approval after the close of the LDCPDP application period on 13 June 2014 will be able to access subsidised professional development and support from Professional Support Coordinators as these services will not have had the opportunity to apply for funding under the LDCPDP grant funding process.

This does not include services that changed ownership during the application period and that had the

opportunity to apply for the LDCPDP during that period with their previous CCB approval ID.

### **What happens when a service is sold during the funding period?**

If a service is sold to a new provider once a letter of offer has been accepted, the Department may consider the transfer of any LDCPDP funds (and associated funding agreement) to the new provider through a deed of novation. This will be considered on a case by case basis and the Department may request documentation from both the purchaser and the seller to support the transfer of the funds. This may include evidence regarding the sale of the service and information on any changes being made to the new service (eg, changes to capacity, staffing, etc). Please contact the Department via [ldcpdp@education.gov.au](mailto:ldcpdp@education.gov.au) if this occurs.

Similarly, if a service is sold after a LDCPDP application is made and before a letter of offer is sent, the new provider should contact the Department and seek advice. The Department may consider making an offer to the new provider.

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