

2023-24 VICTORIAN EARLY CHILDHOOD TEACHER INCENTIVES PROGRAM GUIDELINES

The Victorian Early Childhood Teacher Incentives Program is available for qualified early childhood teachers taking up roles in services delivering funded Three-Year-Old Kindergarten.

This document provides information about the 2023-24 program.

VICTORIAN EARLY CHILDHOOD TEACHER INCENTIVES

There are two types of incentives available **from July 2023 to June 2024**:

- **Individual Incentives of \$9,000 (before tax)** for eligible early childhood teachers working outside the Victorian early childhood education sector to take up a teaching role at any service delivering, or planning to deliver, funded Three-Year-Old Kindergarten in 2024.
- **Location Incentives of between \$9,000 to \$50,000 (before tax)** for eligible early childhood teachers who take up a teaching role at selected services.

Applicants who meet the eligibility criteria for both types of incentives can receive both payments.

Additionally, anyone receiving an incentive and moving more than 100 kilometres from their current residence to take up the role, can receive a **relocation supplement**.

Eligibility

An overview of eligibility requirements for the different types of incentives and relocation supplements is provided below.

You can also test your eligibility using the Eligibility Checker at [Appendix 1](#).

Eligibility requirements for incentives

To apply for an incentive, applicants must meet the following general requirements:

- apply for the incentive within 60 days of accepting a role
- be registered, or provide evidence of eligibility to register, as an early childhood teacher with the [Victorian Institute of Teaching](#)
- provide confirmation from their employer that they will teach funded Three-Year-Old Kindergarten or a mixed-age funded kindergarten group.

There are some exceptions to this requirement. Refer [Appendix 1](#) for more details.

- not have previously received an Early Childhood Teacher Incentive, Targeted Educator Incentive or Teacher Financial Incentive
- be contracted for a minimum of 12 months in a teaching role at the service

- be eligible, or provide evidence of a visa application in progress, to work in Australia for the full duration of their employment contract.

Applicants must provide evidence of a visa application outcome within seven days of receiving the outcome to retain their incentive and avoid having to make repayments.

To apply for	Applicants must also	And meet at least one of these requirements		
Individual Incentives - \$9,000	accept a role at a service delivering, or planning to deliver, a funded Three-Year-Old Kindergarten program in 2024	must not have been employed as a teacher in the early childhood education sector for the past 12 months <i>(Refer Appendix 1 for exceptions to this requirement)</i>	OR	must not currently reside or be employed in Victoria.

To apply for	Applicants must also	And meet at least one of these requirements				
Tier 1 Location Incentives - \$9,000	accept a role at a service pre-approved for a Tier 1 Location Incentive	N/A				
Tier 2 Location Incentives - \$21,000	accept a role at a service pre-approved for a Tier 2 Location Incentive	must not currently be employed as a teacher in the Victorian early childhood education sector	OR	must be a graduate early childhood teacher	OR	only if the applicant is accepting a role at a regional or rural service and does not meet the other two conditions: the role must be more than 60km from their current place of residence
Tier 3 Location Incentives - \$50,000	accept a role at a service pre-approved for a Tier 3 Location Incentive AND accept a role that is for a minimum of 20 hours of employment per week					

Eligibility requirements for relocation supplements

To receive a relocation supplement, an applicant must:

- meet the above eligibility requirements for incentives **and**
- have evidence to show they relocated 100km or more for the role (e.g. have copies of utility bills showing their name, residential addresses, and dates).

Applicants can access a larger relocation supplement if they have evidence to show they are relocating with one or more dependant. A dependant is considered to be a child under the age of 18, or an adult who the applicant has the legal power to make decisions on behalf of.

Evidence to show relocation with a dependant can include:

- for child dependants – copies of a birth certificates and school enrolment documentation.
- for adult dependants – copies of legal documents demonstrating the applicant’s legal power and a statutory declaration to confirm the dependant is relocating with them.

If an applicant meets these eligibility requirements, they could receive **one** of the following relocation supplements (the monetary values shown are **before tax**):

If they are relocating a distance of	Individually	With one or more dependant
100-200km	\$1,000	\$2,000
200-500km	\$2,000	\$3,000
More than 500km	\$4,000	\$6,000
From overseas	\$6,000	\$8,000

Application process

This incentives program is administered by Busy At Work on behalf of the Department of Education (the department). Applications for incentives can be made [online](#).

As part of the application process, you will need to provide Busy At Work with evidence to support your application. This includes, but is not limited to:

- an Employer Declaration form completed by your employer confirming the service and role you are employed in
- evidence showing you meet the eligibility requirements outlined [above](#) and at [Appendix 1](#)
- if applicable, evidence supporting a relocation supplement (as outlined [above](#)).

Busy At Work will assess applications within 10 business days of submission. If further evidence or information is required to support an application, the assessment timeframe may be extended.

If you are eligible, you will be asked to sign an Incentive Recipient Agreement to receive the incentive. This is a legal document that contains your rights and obligations as an incentive recipient, **so please read it carefully before signing**.

You can contact Busy At Work (at EC.Financial.Support@education.vic.gov.au or 1300 161 396) for information about the application process and required evidence.

The department reserves the right to consider ineligible applications on a case-by-case basis.

Prioritisation of applications

Incentives are limited, and applications will be prioritised based on the circumstances of the service and applicant. Priority will be given to:

- teachers taking on roles with higher working hours and for longer periods of employment
- permanent roles over fixed-term roles
- teachers joining services that do not employ existing incentive recipients.

Payment schedule/timings

Incentives are paid in milestone payments. Incentive recipients will be required to submit evidence to show they are still employed in the same role at the same service, to receive each payment. Failure to provide evidence may result in the obligation to repay some or all milestone payments.

The timing of milestone payments can be found at [Appendix 2](#), and detailed information about milestone conditions (including evidence) is provided in the Incentive Recipient Agreement.

Further information

Early childhood teacher roles at Victorian early childhood services are listed on the [Early Childhood Jobs](#) website. You can filter jobs on the Early Childhood Jobs website to find roles with Location Incentives.

For more information about the Victorian Early Childhood Teacher Incentives Program please visit [Financial support to study and work in early childhood | Victorian Government \(www.vic.gov.au\)](#), email EC.Financial.Support@education.vic.gov.au or call 1300 161 396.

FURTHER CONSIDERATIONS FOR THE EARLY CHILDHOOD INCENTIVES PROGRAM

Tax implications

The receipt of incentive payments (and a relocation supplement if applicable) may have taxation implications and implications in respect of other Government benefit schemes (such as Centrelink).

Applicants are advised to seek their own independent taxation advice and liaise with relevant organisations to find out about these implications before applying for an Early Childhood Incentive.

Compassionate grounds

Where exceptional circumstances prevent the recipient from completing their employment, the department may waive some or all repayment obligations.

Compassionate or compelling circumstances will be assessed by the department on a case-by-case basis, and evidentiary documentation may be required to waive the repayment obligation.

Update of guidelines

These guidelines, including program eligibility criteria, may change. Updated guidelines will be published on the [department's website](#).

APPENDIX 1: ELIGIBILITY CHECKER

Eligibility requirements		Options and instructions
Section A - Requirements you must meet to apply for any incentive under this program		
1	Did you accept your new teaching role within the last 60 days?	<input type="checkbox"/> Yes (<i>proceed to next question</i>) <input type="checkbox"/> No (<i>see note at end of Appendix 1</i>)
2	Is the contract for your new teaching role for a minimum of 12 months?	<input type="checkbox"/> Yes (<i>proceed to next question</i>) <input type="checkbox"/> No (<i>see note at end of Appendix 1</i>)
3	Can your new employer confirm that you will be teaching a funded Three-Year-Old Kindergarten program or a mixed-age funded kindergarten program?	<input type="checkbox"/> Yes (<i>proceed to question 5</i>) <input type="checkbox"/> No (<i>proceed to question 4</i>)
4	<p>If you will be teaching only a funded Four-Year-Old Kindergarten program, do one of the following apply to you:</p> <ul style="list-style-type: none"> - you have relocated from interstate or overseas - your role directly supports your service's Three-Year-Old Kindergarten program (e.g. you are the Funding By Exception mentor for a Three-Year-Old Kindergarten teacher) - you will teach Early Start Kindergarten children aged three-years-old - your service is located in a 2025 Pre-Prep rollout Local Government Area (LGA) (<i>use the Pre-Prep Rollout Schedule to check your service's LGA</i>) 	<input type="checkbox"/> Yes (<i>proceed to next question</i>) <input type="checkbox"/> No (<i>see note at end of Appendix 1</i>)
5	<p>Are you registered, or eligible to register, as an early childhood teacher with the Victorian Institute of Teaching?</p> <p><i>Check your eligibility to register on the Victorian Institute of Teaching website.</i></p>	<input type="checkbox"/> Yes (<i>proceed to next question</i>) <input type="checkbox"/> No (<i>see note at end of Appendix 1</i>)

6	<p>If you are not an Australian citizen/permanent resident, are you eligible to work in Australia for the duration of your employment contract?</p> <p><i>This includes if you have evidence of a visa application in progress to be eligible to work for the duration of your teaching contract (e.g. you provide copies of emails, payment receipts and documents to show you are transitioning from a student visa to a work visa). You must provide evidence of a visa application outcome within seven days of receiving the outcome.</i></p>	<p><input type="checkbox"/> Yes (proceed to next question)</p> <p><input type="checkbox"/> No (see note at end of Appendix 1)</p>
7	<p>Have you previously been awarded an incentive under the Early Childhood Teacher Incentives Program, Targeted Educator Incentive Program, or school's Teacher Financial Incentive program?</p>	<p><input type="checkbox"/> Yes (see note at end of Appendix 1)</p> <p><input type="checkbox"/> No (proceed to Section B)</p>

Section B – Additional requirements you must meet to apply for a Location Incentive

8	<p>Is your new service pre-approved to offer a Tier 1 (\$9,000) Location Incentive?</p> <p><i>Your employer will be able to tell you this. You can also share your employer's service name and ID with Busy At Work to check.</i></p>	<p><input type="checkbox"/> Yes (you may be eligible for a Tier 1 Location Incentive, proceed to Section C)</p> <p><input type="checkbox"/> No (proceed to next question)</p>
9	<p>Is your new service pre-approved to offer a Tier 2 (\$21,000) or 3 (\$50,000) Location Incentive?</p> <p><i>Your employer will be able to tell you this. You can also share your employer's service name and ID with Busy At Work to check.</i></p>	<p><input type="checkbox"/> Yes (proceed to next question)</p> <p><input type="checkbox"/> No (proceed to Section C)</p>
10	<p>Are you a graduate early childhood teacher?</p>	<p><input type="checkbox"/> Yes (you may be eligible for a Tier 2 Location Incentive, proceed to Section C. If applying for a Tier 3 Location Incentive, proceed to question 13)</p> <p><input type="checkbox"/> No (proceed to next question)</p>

11	Are you currently working as a teacher in the Victorian Early Childhood sector?	<input type="checkbox"/> Yes (<i>proceed to next question</i>) <input type="checkbox"/> No (<i>you may be eligible for a Tier 2 Location Incentive, proceed to Section C. If applying for a Tier 3 Location Incentive, proceed to question 13</i>)
12	If your new service is in a rural or regional LGA, is it more than 60km away from where you currently live? <i>Use the Victoria's Regions and Regional Cities site to check whether your service is in a rural or regional LGA.</i>	<input type="checkbox"/> Yes (<i>you may be eligible for a Tier 2 Location Incentive, proceed to Section C. If applying for a Tier 3 Location Incentive, proceed to question 13</i>) <input type="checkbox"/> No (<i>proceed to Section C</i>)
13	If your service is pre-approved to offer a Tier 3 Location Incentive and you meet one of the requirements at questions 10, 11 or 12, is your new contract for at least 20 hours of employment per week?	<input type="checkbox"/> Yes (<i>you may be eligible for a Tier 3 Location Incentive, proceed to Section C</i>) <input type="checkbox"/> No (<i>proceed to Section C</i>)

Section C – Additional requirements you must meet to apply for an Individual Incentive (complete even if you completed Section B)

14	Are you currently living or employed outside of Victoria?	<input type="checkbox"/> Yes (<i>you may be eligible for an Individual Incentive</i>) <input type="checkbox"/> No (<i>proceed to next question</i>)
15	Are you a graduate early childhood teacher who completed their qualification in or before 2022 and are not currently working in the Victorian early childhood sector?	<input type="checkbox"/> Yes (<i>you may be eligible for an Individual Incentive</i>) <input type="checkbox"/> No (<i>proceed to next question</i>)

16	<p>Have you been employed as a teacher in the Victorian early childhood sector for the past 12 months?</p> <p><i>You cannot apply for an Individual Incentive to become a teacher at the same service where you are working as an educator.</i></p>	<p><input type="checkbox"/> Yes (<i>proceed to next question</i>)</p> <p><input type="checkbox"/> No (<i>you may be eligible for an Individual Incentive</i>)</p>
17	<p>If you were employed as a teacher in the Victorian early childhood sector for the past 12 months, were you:</p> <ul style="list-style-type: none"> - working in Outside School Hours Care - working in Family Day Care - working in a tutoring agency service - working as a primary school teacher - working as a casual relief teacher - a graduate early childhood teacher who completed a qualification to be a dual-registered early childhood and primary teacher? 	<p><input type="checkbox"/> Yes (<i>you may be eligible for an Individual Incentive</i>)</p> <p><input type="checkbox"/> No (<i>see note at end of Appendix 1</i>)</p>

NOTE: If you were prompted to see the end of Appendix 1, you may not be eligible for a Location and/or Individual Incentive.

Please note that this Eligibility Checker is a guide only. BUSY At Work confirms your eligibility after you [apply](#). Contact BUSY At Work (EC.Financial.Support@education.vic.gov.au or 1300 161 396) to confirm your eligibility.

APPENDIX 2: INCENTIVE MILESTONE PAYMENTS

The table below lists the milestone payment amount that will be paid after the incentive recipient submits the evidence required to meet each milestone condition.

The evidence required is detailed in the Incentive Recipient Agreement and is received, and verified, by Busy At Work.

Victorian Early Childhood Teacher Incentives

Category	Total value	Milestone 1 (on signing the Incentive Recipient Agreement)	Milestone 2 (end of first 6 months)	Milestones 3, 4 and 5 (end of first, second and third years)
Individual Incentive				
Working outside the Victorian early childhood sector or moving to Victoria from another state or overseas	\$9,000	\$4,000	\$2,000	\$1,000
Location Incentive				
Tier 1 Location Incentive	\$9,000	\$4,000	\$2,000	\$1,000
Tier 2 Location Incentive	\$21,000	\$6,000	\$3,000	\$4,000
Tier 3 Location Incentive	\$50,000	\$10,000	\$10,000	\$10,000
Relocation Supplement				
Relocating 100-200km	\$1,000	\$1,000	N/A	N/A
Relocating 200-500km	\$2,000	\$2,000	N/A	N/A
Relocating >500km	\$4,000	\$4,000	N/A	N/A
Relocating from overseas	\$6,000	\$6,000	N/A	N/A
Relocating 100-200km with dependants	\$2,000	\$2,000	N/A	N/A
Relocating 200-500km with dependants	\$3,000	\$3,000	N/A	N/A
Relocating >500km with dependants	\$6,000	\$6,000	N/A	N/A
Relocating from overseas with dependants	\$8,000	\$8,000	N/A	N/A