



Chapter 5

Other ECE Funding

Overview

Introduction In addition to the ECE Funding Subsidy and 20 Hours ECE, services may receive one or both of the following two additional types of funding:

- Annual Top-Up for Isolated Services
- Support Grant for Provisionally Registered Teachers

All licensed ECE services are eligible to receive these sources of funding (provided additional criteria are met).

In this chapter This chapter contains the following topics:

Title	Section
Annual Top-Up for Isolated Services	5-1
Support Grant for Provisionally Registered Teachers	5-2

5-1 Annual Top-Up for Isolated Services

Introduction The Annual Top-Up for Isolated Services (ATIS) assists small licensed services in isolated areas to maintain access to ECE.

Funding is targeted to services with a limited capacity to generate Funded Child Hours due to isolation.

Eligible services All licensed ECE services are eligible for the ATIS if they meet the following criteria:

- An Isolation Index¹ of 1.65 or greater **and**
 - Generation of between \$5,000-\$19,999.99 in ECE Funding Subsidy, 20 Hours ECE funding and Equity Funding payments between 1 June and 31 May each year.
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Ineligible services Services not eligible for ATIS include:

- casual education and care services
 - hospital services **and**
 - other services funded on notional rolls.
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Structure of the ATIS The ATIS is a ‘two-tier’ entitlement system:

If your service generates...	you will be topped up to...
\$5,000-\$10,000.99 in ECE Funding Subsidy, 20 Hours ECE funding and Equity Funding payments between 1 June and 31 May	\$15,000
\$10,001-\$19,999.99 in ECE Funding Subsidy, 20 Hours ECE funding and Equity Funding payments between 1 June and 31 May	\$20,000

Applications Applications for the ATIS are not necessary. The Ministry identifies eligible services using the Isolation Indices and funding data. Eligible services will be contacted following the return of their July *RS7 Form*.

Continued on next page

¹ A statistical index that rates a service’s relative isolation according to its distance in kilometres from services of three different population sizes.



5-1 Annual Top-Up for Isolated Services, Continued

Payment date The ATIS is paid annually in arrears with the July funding payment.
Please see your Funding Calendar for the exact date.

GST inclusive All ATIS payments are GST inclusive.

Service providers The ATIS is intended as a top-up for the specified service only. Isolated services that are grouped under one service provider may choose to combine several ATIS payments if this better ensures their sustainability.

Centralised use of funding should only take place with the full agreement of the service to which the ATIS is due.

Services that believe they have received less than their full ATIS entitlement should contact their service provider.

Reporting requirements Services must report on the ATIS as part of their financial reporting on the ECE Funding Subsidy.

See **Chapter 12** for information on financial reporting requirements.

5-2 Support Grant for Provisionally Registered Teachers

Introduction The Support Grant for Provisionally Registered Teachers (the PRT Support Grant) provides additional funding for services that are subject to the teacher registration requirements.

The PRT Support Grant supports permanently employed provisionally registered teachers (PRTs) who are ECE qualified in achieving full registration.

Eligible services From July 2011, the PRT Support Grant will be available to licensed teacher-led services funded below the 80% registered teacher rate. ECE services funded for more than 80% registered teachers will no longer be eligible for the PRT Support Grant.

From July 2011 there will also be a new application and funding process. For further information on the new process for applying for the PRT Support Grant for PRTs is available at www.lead.ece.govt.nz.

Ineligible services

- ECE teacher-led services funded at the 80%+ registered teacher rate
- Home-based ECE services
- Parent-led services
- Sessional kindergartens administered by a Kindergarten Association (as all teachers in these services are already required to be registered)

Which teachers are 'provisionally registered'? For the purposes of the PRT Support Grant, 'provisionally registered teachers' are all teachers who:

- hold the Diploma of Teaching (ECE) or another New Zealand Teachers Council approved ECE qualification **and**
- hold a New Zealand Teachers Council practising certificate that indicates they are provisionally registered as teachers.

For the purposes of the PRT Support Grant, 'provisionally registered teachers' **does not include** New Zealand qualified primary teachers.

For more information see: www.teacherscouncil.govt.nz

Part-time teachers Services may also claim the support grant for permanently employed part-time PRTs.

If a PRT is employed on a part-time basis at **more than one** service, the teacher **must** elect which service can claim funding on their behalf.

Services claiming the PRT Support Grant for a PRT employed (permanently) part-time should retain information that identifies:



- that the teacher is employed on a part-time basis **and**
- that the PRT Support Grant is claimed for the individual teacher.

The PRT **must** sign (in full) attesting that this information is true.

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5-2 Support Grant for Provisionally Registered Teachers, Continued

Grant duration	The PRT Support Grant for PRTs can be claimed up to four times over a two year period, or until the teacher becomes fully registered – whichever comes first.
Payment date	Payments will be paid in October for the July-December round, and in April for the January – June round.
GST inclusive	All PRT Support Grant payments are GST inclusive.
Claim process	Services and PRTs apply for the PRT Support Grant through completion of an application form. Further details are available at www.lead.ece.govt.nz

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5-2 Support Grant for Provisionally Registered Teachers, Continued

Expenditure guidelines

The PRT Support Grant **must** be used to provide support for PRTs who are ECE qualified in achieving full registration.

- ECE services must use the PRT Support Grant to support their eligible PRTs to gain full teacher registration through completing an advice and guidance programme.
- PRTs should have developed a plan to use their PRT Support Grant for an advice and guidance programme prior to application forms being sent to the Ministry of Education.
- Approved uses for the PRT Support Grant for PRTs are:
 1. Professional learning experiences:
 - a) Release time for a supervisor/tutor from the same service as the PRT to do the role
 - b) Release time for PRT and;
 - c) Payment of external supervisor/tutor fees.
 2. Professional development opportunities:
 - a) Fees and travel costs for: attending seminars, conferences, workshops, short courses and observations of best practice
 3. The chance to gather evidence and advice for best teaching practices, including the costs to compile portfolios
- The PRT Support Grant for PRTs must be used in full by the end of the grant rounds (i.e. 31 Dec 2011 for July-December 2011 round, and 30 June 2012 for January – June 2010 round.)
- There will be no reallocations of an PRT Support Grant if a PRT moves to another service. Any unused remaining grant money must be returned to the Ministry of Education.
- If a PRT leaves a service they must inform the Ministry of Education within three weeks. If the full amount (less GST) of the PRT Support Grant has not been used to support the PRT member before they leave, the Ministry of Education will seek recovery of the unused amount from the service.
- The Ministry will not seek recovery of unused funds if the PRT becomes fully registered during the PRT Support Grant round.
- The ECE service is responsible for managing GST and PAYE.
- Services must keep clear and concise records of PRT Support Grant expenditure for auditing purposes, for example, fees for attending a workshop, HR records if paying a student while on practicum etc.

**Service
Providers**

The PRT Support Grant is intended for use by the service that employs the provisionally registered teacher.

Centralised use of funding should only take place with the full agreement of the service to which the PRT Support Grant is due.

Services that believe they have received less than their full grant entitlement should contact their service provider.

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5-2 Support Grant for Provisionally Registered Teachers, Continued

Record-keeping requirements

Services that claim the support grant must keep a register that clearly identifies:

- the name of each provisionally registered teacher claimed for **and**
- the start and end dates for each individual provisionally registered teacher who is the subject of a claim.

Services may choose to identify this information as part of their Staff Record (see **Section 3-B-2** for further details of the Staff Record).

Reporting requirements

All services **must** record the following in their annual financial statements:

- the number of support grants received in the financial year **and**
- how (in general terms) the service has allocated the funding.

See **Chapter 12** for information on financial reporting requirements.

Audit requirements

Services **must** provide the following documentation to Ministry Resourcing Auditors on request:

- evidence that each provisionally registered teacher was permanently employed by the service at the time the support grant was claimed
 - a copy of the practising certificate for each provisionally registered teacher for whom the support grant was claimed
 - a copy of the ECE qualifications of each provisionally registered teacher for whom the support grant was claimed.
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