



## **ACT Professional Support Coordinator Conference Sponsorship**

The ACT Professional Support Coordinator (ACT PSC) is part of the Inclusion and Professional Support Program, an integrated and nationally consistent approach to meeting the professional and inclusion support needs of eligible children's services, funded by the Australian Government.

The outcomes of the Inclusion and Professional Support Program are to:

- Promote and maintain high quality care and inclusion for all children in eligible child care services, by increasing the skill level of carers and service staff in line with nationally consistent priorities; and
- Provide eligible children's services regardless of geographic location with access to quality professional support that is appropriate, relevant and timely.

### **Conference sponsorship**

ACT PSC is offering sponsorship to subsidise the cost of conference registration to enable practitioners to participate in a professional conference.

There are limited subsidy packages available per service type. Packages are available to practitioners from:

1. Long Day Care & Occasional Care
2. School Age Care including Vacation Care
3. Family Day Care & In Home Care

Sponsorship will subsidise the conference registration fee to a maximum of \$200 or 50% (whichever is the greatest). The cost of transportation, food, accommodation, pre-conference workshops and other personal expenses will not be covered by the subsidy.

### **Aim**

The aim of the program is to:

- Provide opportunities for children's services practitioners in the ACT to gain professional skills and knowledge to support the provision of high quality care and education for children and their families.
- Create pathways for the sharing of skills, knowledge and information with the ACT children's services community.

### **Eligibility**

To be eligible for sponsorship applicants must be able to demonstrate:

- They have their employers support to attend the conference.
- They are currently employed at an Australian Government Approved Children's service; a service in receipt of Child Care Benefit.
- How the applicant and potentially others will benefit from attending the conference.
- The potential to share learning with colleagues and networks. This could include submitting a brief article for the PSC newsletter.

## **Application Process**

- Application forms can be obtained from the ACT PSC by emailing to [actpsc@commsatwork.org](mailto:actpsc@commsatwork.org) or calling 1800 228 772 or 02 6287 3330.
- Applicants will submit completed application forms at least eight weeks prior to the registration deadline of the conference they wish to attend.
- Applications may be submitted electronically to [actpsc@commsatwork.org](mailto:actpsc@commsatwork.org) via mail PO Box 3955 Weston ACT 2611, faxed on (02) 6287 4242 or delivered in person at Upper Level Coleman Court, Brierly St, Weston.
- Successful applicants will be notified four weeks prior to the registration deadline of the event.

## **Application Guidelines**

- 1 Unsuccessful applicants, unless advised otherwise, will have the opportunity to apply for future sponsorship subject to continuation of funding.
- 2 Entry to the program is by application and selection is based on merit. The selection panel will take into consideration the following: the benefits for the applicant from participation at a conference, the demonstrated ability of the applicant to share their learning from the conference with their service and the wider children's services community.
- 3 Successful applicants must provide evidence of costs to ACT PSC and payment will be made to the applicant/organisers as agreed.
- 4 The sponsorship subsidy for 2010 is 50% of the registration cost per successful applicant.
- 5 The application process will be reviewed at the end of each year subject to continuation of funding.
- 6 Conferences must be held in 2010.
- 7 Conferences must be held in Australia (excluding ACT PSC conferences and events).
- 8 Applications must be lodged at least 8 weeks prior to the registration deadline of the conference. Retrospective applications will not be accepted.
- 9 If the applicant is unable to attend the event, they will be held responsible for any costs incurred to the Conference Sponsorship Program.
- 10 The Conference Sponsorship Program will cease operations for any year once funds have been expended.
- 11 Only one sponsorship package will be approved per person.

# Conference Sponsorship Application Form

## Applicant information

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Name:.....

Address:.....

Phone: (h) ..... (m) .....

Email:.....

## Employer Information

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Service:.....

Director's name:.....

Address:.....

Phone: ..... Fax: .....

Email:.....

No of months applicant employed at service: .....

Position:..... (please circle) Full time Part time Casual

Declaration: I declare that the applicant is an employee of my service

Signed:..... Date:.....

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Please provide some brief comments about the applicant's character, motivation, strengths and abilities.

## Selection Criteria

Conference applicant is wishing to attend:.....

Venue: ..... State or Territory: .....

Closing date for registration: .....

Please answer the following questions:

1. Why do you want to attend the conference?
2. How will you and potentially others benefit from attending the conference?
3. How will you share with others what you learn at the conference?

A large, empty rounded rectangular box with a thin black border, intended for the applicant to write their answers to the three questions listed above. The box is centered on the page and occupies most of the lower half of the document.