



Dear LDCPDP Funding Recipient,

Long Day Care Professional Development Programme

The purpose of this notice is to advise you of important information regarding the booking and purchase of professional development (PD) activities as we approach the end of the Long Day Care Professional Development Programme (LDCPDP) on 30 June 2017. It deals with two specific situations:

1. professional development activity started before and continuing after 30 June 2017
2. pre-payment of other professional development activity which occurs after 30 June 2017 but which did not commence before 30 June 2017.

1. PROFESSIONAL DEVELOPMENT ACTIVITY STARTED BEFORE AND CONTINUING AFTER 30 JUNE 2017

As previously advised in our updated *Frequently Asked Questions* (published in August 2016) there is provision for the payment of eligible PD that continues after 30 June 2017 if that PD was commenced prior to 30 June 2017 e.g. completing a unit of Certificate III in Early Childhood Education and Care.

The use of LDCPDP funding to pay for backfilling and other associated costs (e.g. textbooks and travel) that enable PD is specifically allowed by the Funding Agreement and is recognised by the department as an integral part of the arrangements that allow educators to attend training sessions or undertake PD. Accordingly, this notice confirms that LDCPDP funds may be used to pay for these costs, provided they are recognised as expensed by 30 June 2017.

Acquittal arrangements

The Financial Report under LDCPDP is due from funding recipients either 3 months after the day on which all LDCPDP funding has been spent, or 30 September 2017, whichever is earlier. The Department recognises that some PD activity which commenced prior to 30 June 2017 and which continues after 30 June 2017 may not be completed prior to the financial reporting deadline of 30 September.

The following approach is to be taken for the acquittal of LDCPDP funded PD activities which commence before and continue after 30 June 2017.

The PD and associated activity must be recognised as *expensed* in the Final and Financial Reports. These expenses are to be reported under their relevant cost category (e.g. formal training) and/or under a special provision expense account (consistent with Australian Accounting Standards).

PD activities which occur and can be acquitted before the deadline for completion of the final report by the funding recipient

- The funding recipient must provide substantiating evidence:
 - confirming date(s) of PD; and
 - supporting any post 30 June 2017 associated expenses.

PD activities which do not occur, and therefore cannot be acquitted, before the deadline for completion of the final report by the funding recipient

- The funding recipient must make:
 - reasonable estimation for any expense not able to be acquitted before the report deadline; and
 - outline the methodology and calculations behind it.

Please note: Additional certification is required for any *estimated* post 30 September 2017 activity (that could not be acquitted). Once this PD is completed, the funding recipient must provide written confirmation to the Department that the amount was actually expended (with supporting documentation).

2. PRE-PAYMENT OF OTHER PROFESSIONAL DEVELOPMENT ACTIVITY WHICH OCCURS AFTER 30 JUNE 2017 BUT WHICH DID NOT COMMENCE BEFORE 30 JUNE 2017

To support effective use of remaining LDCPDP funds, the Department will allow some limited, increased flexibility to LDCPDP funding recipients. Specifically, pre-payment of future PD that commences after 30 June 2017 may now be accepted as eligible expenditure under the LDCPDP provided:

- payment is made prior to 30 June 2017; and
- it is appropriately acquitted through the Financial Report due on or before 30 September 2017.

Associated activity (such as staff backfilling) may also be covered, provided the costs are recognised as *expensed* by 30 June 2017.

While this additional flexibility is now available to funding recipients, it is strictly time limited to only cover expenditure that can be fully acquitted in the Financial Report (due no later than 30 September 2017).

Acquittal arrangements

As indicated above, final financial reports are due either 3 months after the day on which all LDCPDP funding has been spent, or 30 September 2017, whichever is earlier.

In cases where a funding recipient pays for PD activities before 30 June 2017 which occur after 30 June 2017, the PD and any associated activity must be recognised as *expensed* in the Financial Report. These expenses are to be reported under their relevant cost category (e.g. formal training) and/or under a special provision expense account (consistent with Australian Accounting Standards). The Financial Report must include full details, including dates, of the PD activities undertaken, together with substantiating evidence of payment.

CONDITIONS FOR ALL POST 30 JUNE 2017 PROFESSIONAL DEVELOPMENT ACTIVITIES

The following conditions must be met if you are planning to utilise LDCPDP funding on PD and associated activities that occur after 30 June 2017:

- All PD and associated activities must constitute eligible expenditure as stated in the Funding Guidelines, and meet the requirements of the Guidelines that they:
 - be commensurate with the needs of the educator
 - represent value for money
 - be able to withstand public scrutiny and not bring the Commonwealth into disrepute.

Any expenditure not acquitted to the Department's satisfaction will be disallowed and recovered.

There will be additional information available through our website shortly that you are encouraged to review: <https://www.education.gov.au/long-day-care-professional-development-programme>.

You are further encouraged to consult an independent accounting professional who is familiar with the Australian Accounting Standards to determine if the flexibilities in this notice would be of benefit to your eligible Long Day Care service/s.

If you have any questions about expenditure for PD activities after 30 June 2017 or your reporting obligations under the LDCPDP please contact the LDCPDP Team via email at ldcpdp@education.gov.au or phone 1800 020 212.

Kind Regards,



Mark Hutchings
Director
Workforce Development and My Child
Department of Education and Training
8 June 2017