

Addendum to Kindergarten Funding Guide

Effective from 31 October 2025

Updates to the Kindergarten Funding Guide (the Guide) are provided in this Addendum. These changes take precedence over the content in the Guide published in November 2023, and the addendum published in July 2025.

The changes relate to the introduction of the Early Childhood Workforce Register on Arrival.

New section: Early Childhood Workforce Register

[This is a new section to be inserted after Annual Kindergarten Census on page 57]

Early Childhood Workforce Register

All service providers receiving Victorian Government kindergarten funding are required to complete the Early Childhood Workforce Register (Workforce Register) through Arrival for all relevant employees in their services.

From 22 July 2025, all staff employed at your service(s) that have direct contact with children as part of their usual duties will need to be on the Workforce Register. This includes all current full time, part time and casual staff.

Examples of roles that can be selected in Arrival for the Workforce Register include the following:

- Teachers
- Educators
- Trainees
- Inclusion support assistants / aides
- Specialist learning roles
- Assistant manager / Assistant director
- Centre manager / Centre director
- Administrator
- Cook / Chef
- Bus Driver
- Other (which could include maintenance, cleaning or garden staff).

From October 2025, service providers are also required to add information on agency staff that:

- have direct contact with children as part of their usual duties, and
- have worked at the service from 1 August 2025

Service providers are required to provide the following information for teachers and educators delivering a funded kindergarten program, and other employees in direct contact with children as part of their usual duties:

- Full name
- Preferred name
- Mobile (personal)
- Full street address (personal)
- Email address (personal)
- Gender
- Date of Birth
- Role
- VIT/WWCC number and expiry date
- Commencement date

- Cease date (and the reason for ceasing) (optional)

In addition to the above, the following information is also required for recruitment agency staff:

- Name of recruitment agency the staff member is employed through
- Date/s worked.

Please refer to the *Early Childhood Workforce Register – Frequently Asked Questions for Service Providers* for further details.

The department has developed an Early Childhood Workforce Register factsheet for your staff. This factsheet outlines what information is being collected and how it will be used. Services **must provide** a copy of this factsheet to all employees to ensure they are informed and understand the purpose of the Workforce Register.

<https://www.vic.gov.au/sites/default/files/2025-08/Early-Childhood-Workforce-Register-Staff-Factsheet.docx>

Reporting

From October 2025 service providers receiving Victorian Government kindergarten funding are required to review and confirm its workforce information in Arrival on the Workforce Register.

Service providers will be required to confirm this information on a quarterly basis.

Reviewing, updating and confirming workforce information on Arrival for the Workforce Register is a mandatory condition of receiving Victorian Government kindergarten funding. Failure to comply with these requirements may result in a breach of the funding agreement for kindergarten services.

All sections

[This applies to all content in the Guide]

All references to the Kindergarten Information Management System (KIMS) in the Guide should be read to also include Arrival.
