

# EC11HB Application for Change of Quality/Standard Funding Rate for Early Childhood Services



1. New Home-based services are automatically placed on standard rate funding. This form should be completed if you wish to change to quality rate funding.
2. Existing Home-based services can change to and from quality rate funding using this form.
3. Home-based services must meet the required criteria at the time of applying. Applications **will not** be approved retrospectively.
4. Home-based services must provide evidence of meeting the quality rate person responsible (coordinator) requirements, in addition to the qualification requirements.
5. Send the completed forms to your local office. To find your Local office's address, go to the Ministry website at [www.education.govt.nz](http://www.education.govt.nz) and click on 'Contact us'.

## Early Childhood Service

Service Name in Full

[ ]

Ministry of Education Service  
Number

[ ]

Service Address

[ ]

[ ]

[ ]

## Funding Level

I am applying to move to *(tick one only)*:

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**Standard rate**

Effective from:

/ /

☐

**Quality rate**

Effective from:

/ /

Effective date for Quality rate cannot be before the form is received by the Ministry of Education. It may be in the future.

If applying for the quality rate, please complete the **following section based on the following criteria**.

Qualifications and enhanced person responsible requirements—refer to Ch 3-B-4 of the Early Childhood Funding Handbook.

## Qualified Person(s) Responsible (Coordinator/s)

**Certified copies of Person(s) Responsible (Coordinator/s) qualifications must be attached to this form.<sup>1,2</sup>**

Attach another sheet listing the **Person(s) Responsible (Coordinator/s)** details if there is not enough space here.

Names of trained persons who meet quality criteria	Names of their qualifications which meet the criteria	Level of qualification	Hours of employment						
			Mo	Tu	We	Th	Fr	Sa	Su

<sup>1</sup> Photocopies of certified copies are acceptable as long as they are no more than a year old. The Ministry reserves the right to sight all original qualifications or request for copies of qualifications to be specifically certified.

<sup>2</sup> Name change documents must also be included for any person whose name does not match the name on the certificate.

## Qualified Person(s) Responsible (Coordinator/s) Quality Rate Requirements

**Documented Evidence of Person(s) Responsible (Coordinator/s) meeting quality rate requirements must be attached to this form**

**Person(s) Responsible (Coordinators) of home-based ECE services receiving quality rate funding:**

- **must** be locally based (i.e. available, in person, within normal commuter distances and times for that location) and
- **must** be on duty for the times specified in the table below, including over the lunch period.
- **must** be on-call to supervise home-based care before 8:30am, after 4:30pm and on weekends when education and care is provided by the service during these hours
- **Coordinators must not provide cover for more than one service at a time.**

Evidence could be in the form of;

- Person(s) Responsible resides locally to the homes in the licence
- Signed employment agreements or appendices to employment agreements showing;
  - Person(s) Responsible hours of work,
  - Person(s) Responsible on call and on duty hours –
  - Person(s) Responsible on-duty” and on-call responsibilities.

### List of documents Provided


## Active Educators

**Provide a list of all Active Educators for this Home-based licence including those not qualified and partially qualified.**

**Certified copies of qualifications must be attached to this form.<sup>1,2</sup>**

Attach another sheet listing all Active Educators' details if there is not enough space here.

Names of active educators	Names of their qualifications which meet the criteria	Level of qualification <sup>2</sup>	Name of partial qualification if applicable

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<sup>1</sup> Photocopies of certified copies are acceptable as long as they are no more than a year old. The Ministry reserves the right to sight all original qualifications or request for copies of qualifications to be specifically certified.

<sup>2</sup> Name change documents must also be included for any person whose name does not match the name on the certificate.

## Record Keeping

The service management will maintain a staffing record for all periods that the service is open.

The record will clearly indicate the names of the trained person(s) responsible (Coordinator/s) and Educators their qualifications; the days and hours (ie the times of arrival and times of departure) worked by each person.

The record will be available for inspection by authorised Education Review Office and Ministry of Education staff. Copies of qualifications and any relevant name change documents will be available for inspection at all times.

The Funding Handbook may require additional records to be kept for different service types.

(please tick box)

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I have read and understand the record keeping requirements.

## Declaration

To be completed by the service provider or the named person on behalf of the service provider Home- based service.

I confirm that this Home-based service meets the required criteria for staffing qualifications and ratios at all times that it is operating; refer to the Early Childhood Funding Handbook for further details.

I certify that the information in this application is correct.

**Name**

**Signature**

X

**Date**

**Position Held**

## Office use only

Date the application was received by the Ministry

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Application entered into system

Date entered:

Officer's initial: