

# LEARNING BROUGHT TO LIFE



YOUR EARLY LEARNING  
PROFESSIONAL DEVELOPMENT  
PROGRAM



Planning for the future:  
Case studies and tools to support 3YO Kindergarten  
Expansion

# Overview of ModelWorks V4 and BudgetWorks V4 Manuals

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Member Solutions Team, ELAA



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# What we will cover in this presentation

- ☐ ELAA's role in supporting the implementation of 3YO Kindergarten Reform
- ☐ Common challenges raised by the sector
- ☐ How ModelWorks V4 Manual can support developing creative program models and a collaborative change management process
- ☐ How BudgetWorks V4 Manual can support the process for planning and implementing a viable budget
- ☐ Key messages to remember
- ☐ Seeking help along the way
- ☐ What next?



# ELAA's role in supporting the implementation of 3YO Kindergarten Reform

- Being across 3YO kindergarten policy and funding,
- Providing telephone/email advisory service,
- Disseminating DET communications/resources,
- Meeting with stakeholders; DET/MAV/EYMs/LGAs,
- Updating and developing relevant resources to support the sector, and,
- Providing targeted education sessions.



# Common challenges raised by the sector

- How do we best timetable 3YO and 4YO programs?
- How do we fit more groups in our current building?
- What are the costs involved?
- Will funding be enough?
- Where is the workforce coming from?
- What happens with our AGLs?
- How do we manage community expectations?
- How do we support our education staff who are feeling anxious?



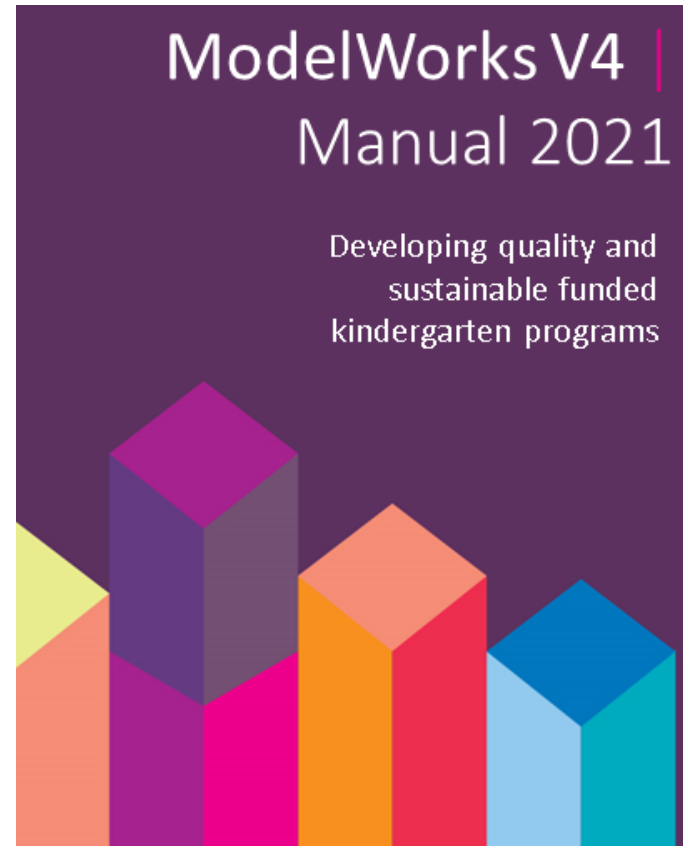
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# ModelWorks V4 Manual

The manual includes:

- An overview of Commonwealth legislation and Victorian specific policy and funding requirements,
- A step-by-step collaborative change management process,
- Creative timetable and program model options for consideration, and,
- Template introduction of change letters for employees.



# ModelWorks V4 Manual

WHY / WHAT / WHO / HOW?



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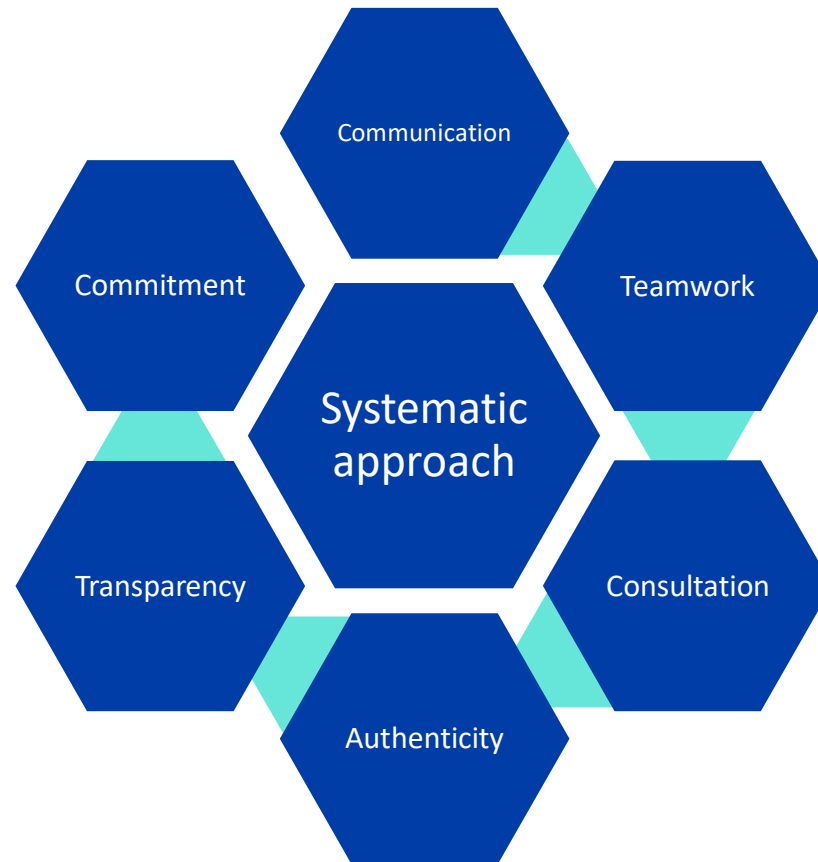
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# ModelWorks V4 Manual





# Steps for successful change management

Step 1

- Approved provider becomes aware of the need to change the current model/timetable

Step 2

- Form a working group

Step 3

- Review the current model and/or timetable

Step 4

- Collect enrolment data



# Steps for successful change management

Step 5

- Consultation

Step 6

- Designing model and timetable options

Step 7

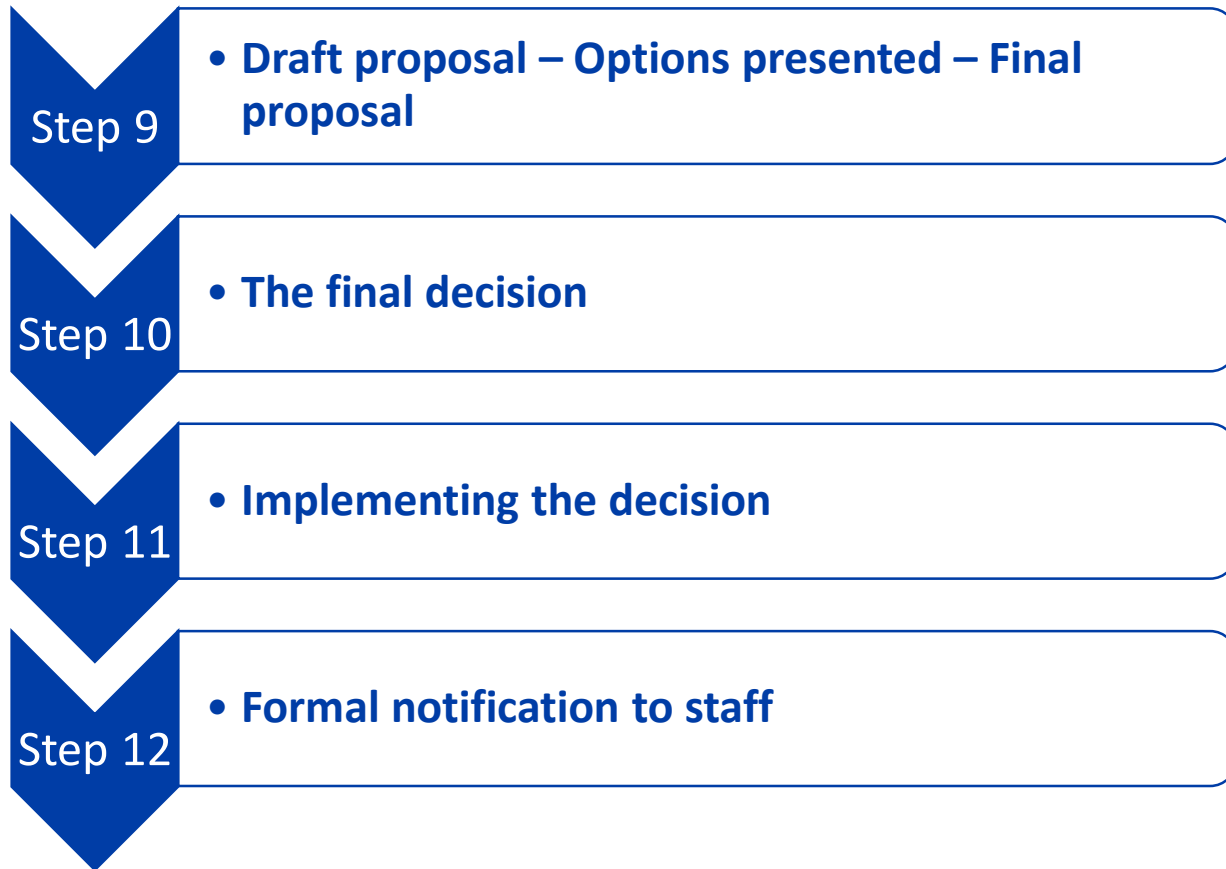
- Staffing

Step 8

- Budget and fees



# Steps for successful change management



# Steps for successful change management

Step 13

- Marketing plan

Step 14

- Offer placements

Step 15

- Review and evaluation



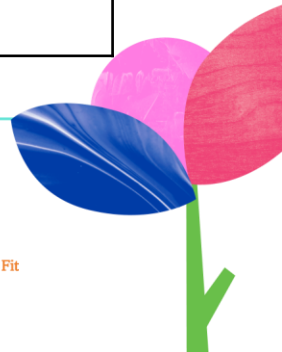
# Program models and timetable options

Program models/timetables will be determined by:

- approved capacity
- number of enrolments
- group sizes
- number of groups
- number of rooms
- budgets
- creativity

Monday	Tuesday	Wednes day	Thursday	Friday
Group A	Group B	Group C	Group D	Possible 5 hour three year old group
Group B	Group C	Group D	Group A	
Group C	Group D	Group A	Group B	
Afternoons may be used for extended care.				

Mon	Tues	Weds	Thurs	Fri
8.00am	8.00am	8.00am	8.00am	
4yo Group 1 4.5hrs	4yo Group 1 3.5hrs	4yo Group 2 3.5hrs	4 yr old Group 2 4.5hrs	8.30am
	11.30am	11.30am		3yo Group 3 5hrs
				1.30pm
12.30pm	12.30pm	12.30pm	12.30pm	
1.30pm	4yo Group 2 3.5hrs	4yo Group 1 3.5hrs	1.30pm	
4yo Group 2 3.5hrs	4.00pm	4.00pm	4 yr old Group 1 3.5hrs	
5.00pm			5.00pm	



# Templates for Introduction of Change letters

The purpose of this letter is to notify your employee of the changes that the service has decided to implement to their work arrangements.

The notification is a minimum condition under the relevant award/agreement.

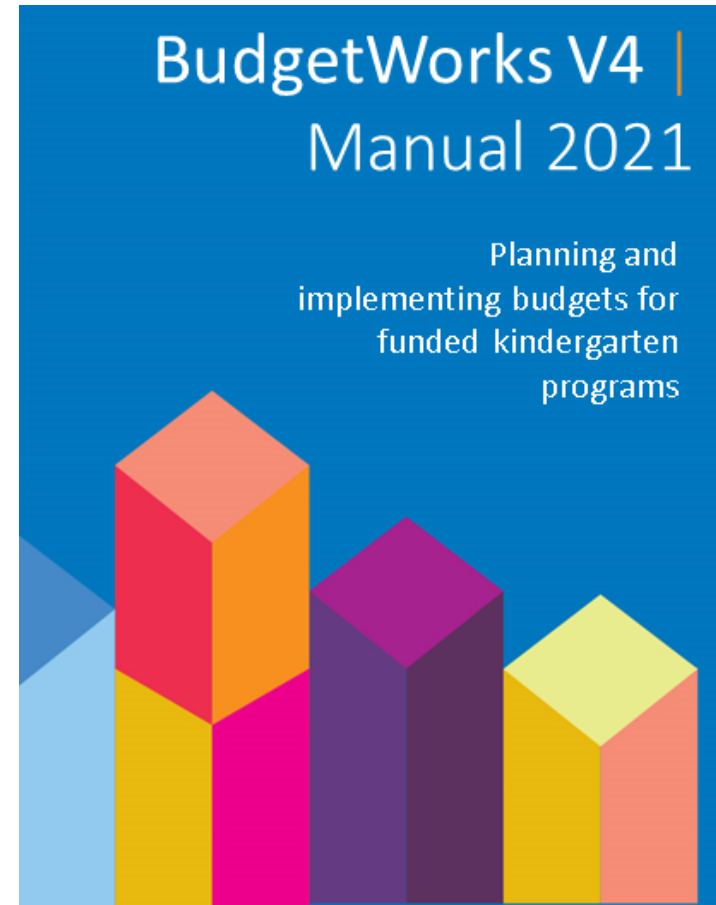
Arrangement of hours						
Day	Start time	Finish time	Session times	Non-contact times	Meal break time	Meal break paid /unpaid
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						



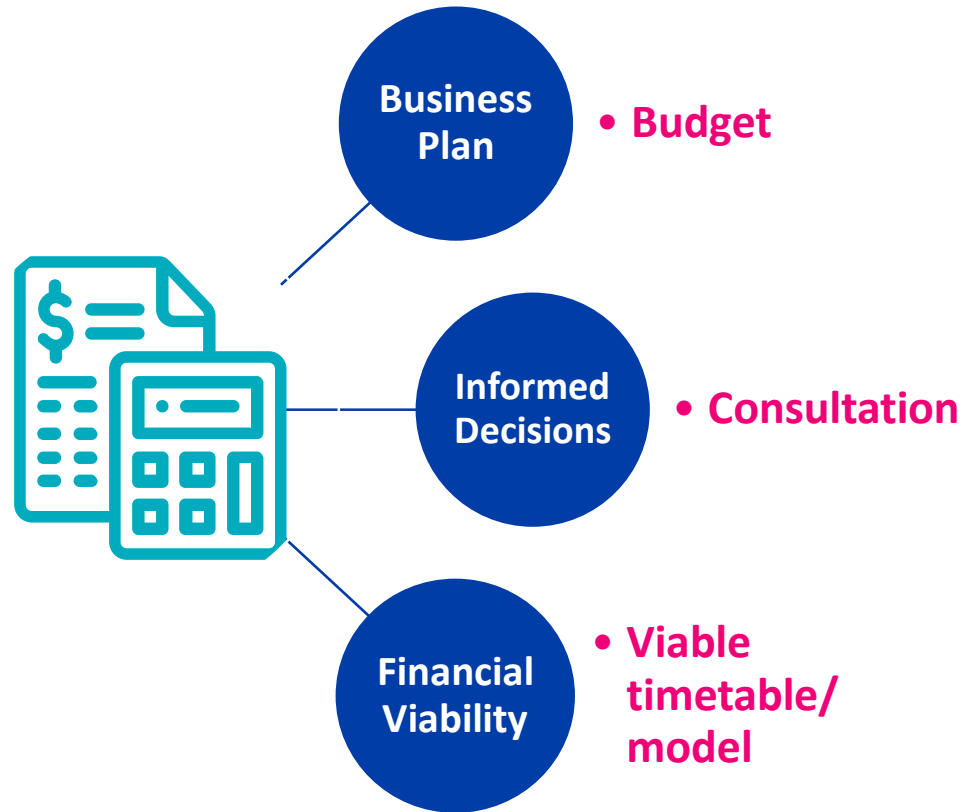
# BudgetWorks V4 Manual

The manual includes:

- an overview of legal and contractual requirements,
- planning the budget,
- implementing the budget, and,
- templates and checklists.

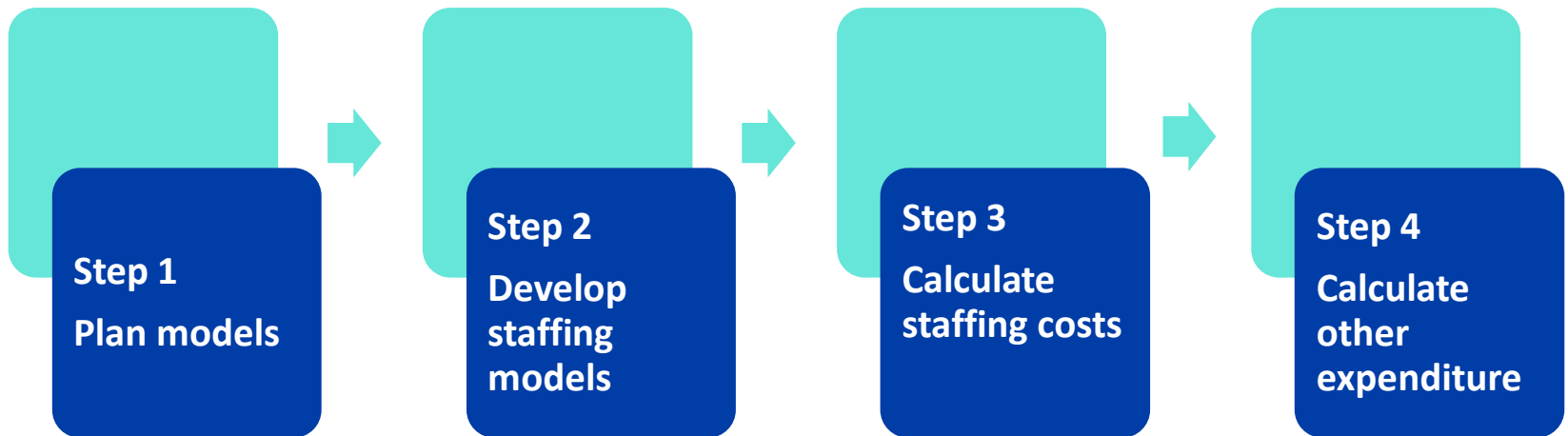


# BudgetWorks V4 Manual

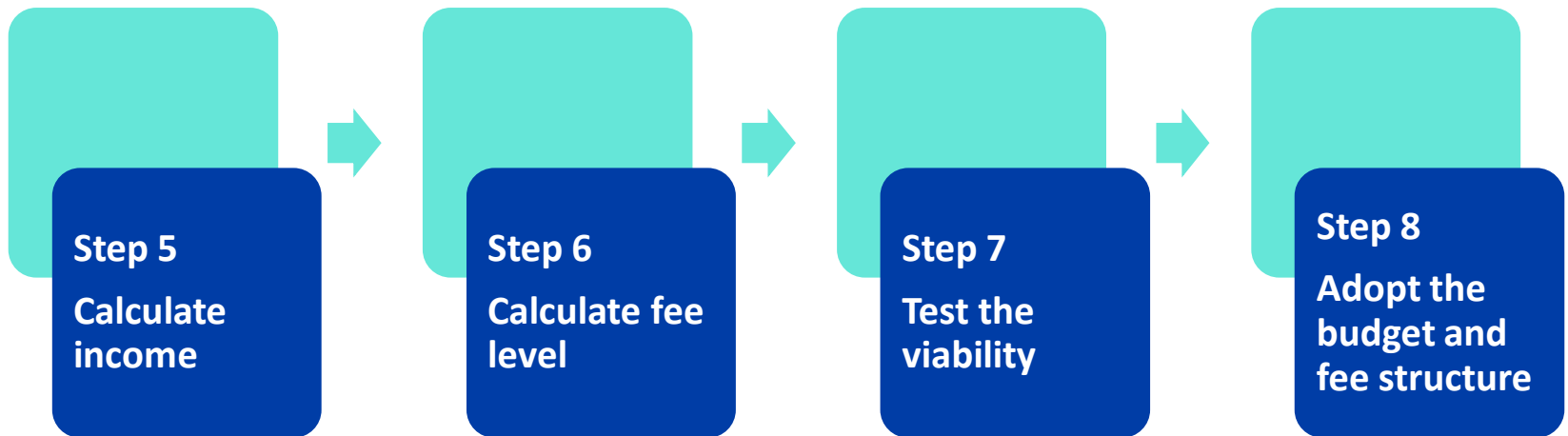




# Steps for planning the budget



# Steps for planning the budget



# BudgetWorks V4 Attachments

Budget Policy Template

Financial Definitions List

Budget Development Checklist

Budget and Model Review Template

Budgeting Tool Spreadsheet

Budgeting Tool Spreadsheet Instructions

Fringe Benefits Tax Information

BudgetWorks Summary

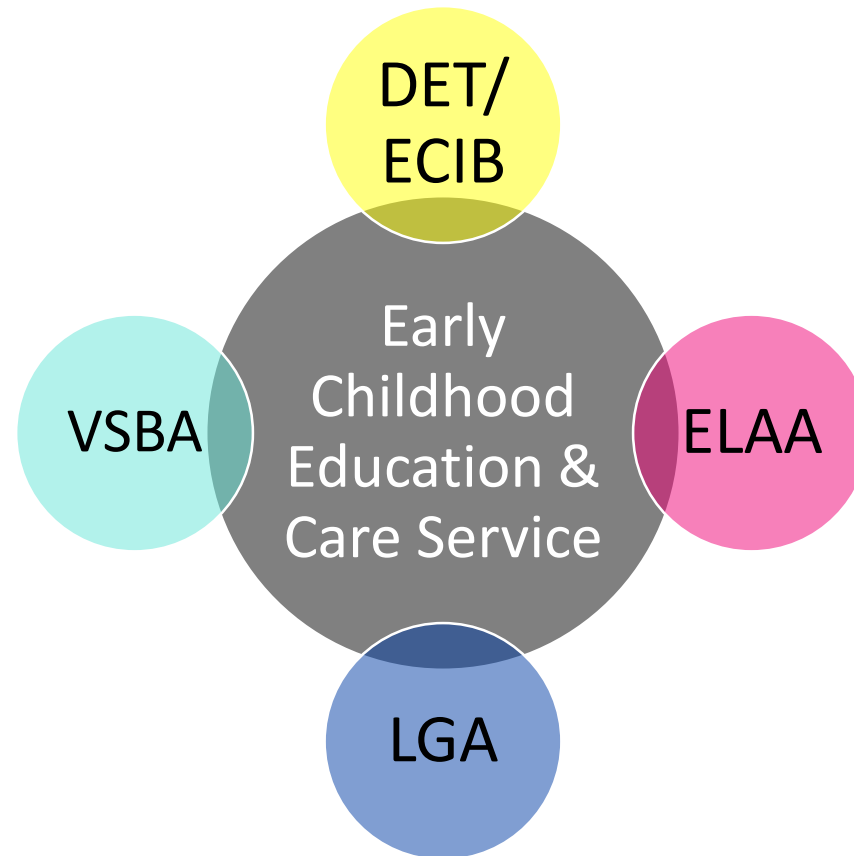


# Key messages to remember

Your approach should include being supportive, maintaining confidentiality, being fair, using diplomacy, building relationships, effective communication and documenting appropriately.



# Where to seek help?



# What next?

Three things you can do tomorrow to start the process:

1. Download ModelWorks V4 Manual and BudgetWorks V4 Manual,
2. Form a working group with a clear terms of reference, and
3. Put your optimistic and creative hat on!



# ELAA contact details

Please contact ELAA for further information and support with using ModelWorks V4 Manual and BudgetWorksV4 Manual.

Email: [membersolutions@elaa.org.au](mailto:membersolutions@elaa.org.au)

Phone: 9489 3500 (press 1)

Website: [www.elaa.org.au](http://www.elaa.org.au)

[Free Resources - Early Learning Association Australia \(elaa.org.au\)](http://www.elaa.org.au)



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# Thank you for joining us today

- ✓ Heard the case studies
- ✓ Provided an overview of the tools
- ✓ Ready to start planning for the future

Don't forget to complete the survey

