



## Expression of Interest step-by-step guide

This instruction guide has been developed to provide step-by-step instructions for completing the expression of interest (EOI) to support non-government providers seeking to become funded preschool providers under the new model (for a 2026 commencement of service delivery). This guide should be read in conjunction with the draft Policy and Funding Guide and other information published on the Office for Early Childhood Development (OECD) website.

### Terminology

Throughout this guide and the EOI a:

- **Provider:** means a service provider who holds a service approval granted by the Education Standards Board pursuant to the Education and Care Services National Law (South Australia) (or any other legislation that may in future amend or replace the above Act and Regulations) for a preschool program delivered by a degree qualified early childhood teacher. For independent organisations, the Provider and Service may be the same entity.
- **Service:** means a non-government long day care or sessional preschool service that that provides (or is seeking to provide) a preschool program delivered by a degree qualified early childhood teacher that has a Service Approval with the Education Standards Board pursuant to the Education and Early Childhood Services (Registration and Standards Act 2011) and the Education and Care Services National Regulations under the Education and Care Services National Law (or any other legislation that may in future amend or replace the above Act and Regulations).

### Account creation

The OECD recommends all users create an account. You can click on SAVE at any time throughout the submission process. Clicking on SAVE will result in the below **Login Required** pop-up.

1. If you already have an account with iApply, you can click on the *Login with an existing account* option and enter in your login details.
2. If you do not already have an account with iApply, please click on the *Sign up for a new account* option and create an account using your email address as your account name and entering a password - noting the Password Requirements listed. Once your email and password are entered, please click on the **+Create** button.

## Login Required

x

- Login with an existing account
- Sign up for a new account

## Password Requirements

All iApply passwords must contain:

- At least 8 characters
- At least one digit from 0-9
- At least one lowercase character
- At least one uppercase character

x Cancel

+ Create

- You will then be redirected to the iApply dashboard where you will see the EOI Application that is now in draft. From here you can re-enter the draft EOI, by clicking on the Application ID number blue link (left-hand side), you can delete the draft if no longer required, or you can close the browser and return at another time.

### (1) Draft applications

Application ID	Application Type	Created	Last Updated	State	
<a href="#">10297192</a> ←	EOI Test Form	17 Oct 2024 15:07	17 Oct 2024 15:13	New	→ <a href="#">Delete draft</a>

- NOTE:** Please bookmark/save the iApply dashboard webpage in your internet browser to enable you to come back to this page and access the form later or access your draft EOI via the link [here](#). You will not be able to access the saved draft application from the iApply link noted in this document and on the website.

## Getting help

[Frequently asked questions](#) are available on the OECD website. The website is updated regularly and should be reviewed before submitting any enquiry. Providers requiring assistance throughout the EOI process, including if you experience any technical issues, can contact the OECD by email at [OECD.PreschoolFunding@sa.gov.au](mailto:OECD.PreschoolFunding@sa.gov.au).

### 1. Expression of Interest form

All questions within the EOI form are mandatory, except where indicated.

If you have registered for an iApply account, you will be able to save a draft and modify responses within the portal up until the EOI close date of 28 February 2025.

Once online forms have been submitted, responses cannot be edited (unless withdrawing and resubmitting the EOI before it closes). EOIs may be withdrawn at any time by written notice from the provider to [OECD.PreschoolFunding@sa.gov.au](mailto:OECD.PreschoolFunding@sa.gov.au).

Submitted EOIs will be emailed to the provider contact person listed in the EOI.

## PAGE 1: OVERVIEW

Before starting the EOI process ensure you have:

- read the draft [Policy and Funding Guide](#)
- read the step-by-step guide to expressing your interest
- checked your eligibility against the Pre-Expression of Interest Quick Eligibility Check
- the following information:
  - your provider and organisation details, and
  - for each of your services, current and projected service level information including:
    - the number and FTE of early childhood teachers
    - the number of early childhood teacher-led rooms
    - the approved places for each early childhood teacher-led room
    - the number of 3- and 4-year-old children enrolled in your service for preschool and/or other programs.

Once ready to start completing the form, please click on the orange  **Start EOI** button.

The following sections provide further detail on completing each question in the EOI form and all required attachments.

## PAGE 2: PROVIDER DETAILS

<b>Entity Australian Business Number (ABN)</b>	Please enter your 11-digit ABN. This is a numeric only field.
<b>Provider name</b>	Please enter your provider trading name as per the ABN record.
<b>Approved provider number issued by the Education Standards Board (ESB)</b>	Please enter your PR- number issued by ESB. NOTE: If you are not already an approved provider please enter PR-00000000.
<b>Contact person</b>	Please enter the name of the provider contact person. The person listed here will be the main contact for any OECD clarifications.
<b>Contact title or position</b>	Please enter the title or position of the contact person listed above i.e. <i>Director, Owner</i> etc.
<b>Contact person phone</b>	Please enter the phone number of the contact person listed above.
<b>Contact person email</b>	Please enter the email address of the contact person above. This email address will be used for any EOI clarifications and will also be the email address that will receive a PDF of the EOI once submitted. You will also be required to verify this contact email.

<b>The following attachments are required (you can drag and drop your documents in iApply):</b>	
<b>Audited financial statements</b>	Please attach a set of audited financial statements (or where not available, endorsed by a senior finance officer) from <u>either</u> the 2023 calendar year or 2023-24 financial year (depending on your accounting cycle). NOTE: There is the capacity to submit multiple individual attachments.
<b>Evidence of Public Liability Insurance</b>	Please attach documented evidence of your Public Liability Insurance. NOTE: There is the capacity to submit multiple individual attachments.

**ADDITIONAL INFORMATION:**

- If any mandatory fields in the **Provider details** page have not been completed, you will receive an error for correcting prior to being able to proceed to the Service details page.
- Once all mandatory fields have been completed you can click on the orange **NEXT** button at the bottom of the screen to proceed.
- If you have created an iApply account, you can click on the orange **SAVE** button at the bottom of the screen to save your content before proceeding. This will also enable you to exit the EOI and complete it in a later session.

**PAGE 3: SERVICE DETAILS**

<b>Service approval number issued by the Education Standards Board (ESB)</b>	Please enter your SE- number issued by the ESB. NOTE: If you are not already an approved service please enter SE-00000000.
<b>Name of service</b>	Please enter the name of the first service you are seeking partnership for.  NOTE: each service will need to be listed separately and each will have several specific questions to answer relevant to that service. There is capacity to enter up to 50 services.
<b>Street address: number and street name (physical location of the service)</b>	Please enter the service street number and street name as per the ACECQA record. NOTE: only services located within South Australia are eligible to partner with the OECD.
<b>Suburb</b>	Please enter the valid South Australian suburb.
<b>Postcode</b>	Please enter the valid South Australian postcode.
<b>Is your service registered and/or eligible to administer CCS as a Centre Based Day Care (i.e. a Long Day Care)?</b>	Please state whether the service listed above is registered for the Child Care Subsidy as a Centre Based Day Care. <ul style="list-style-type: none"> <li>○ If answered <b>Yes</b> – continue on to the <b>Places</b> questions.</li> <li>○ If answered <b>No</b> – the below question will become visible.</li> </ul>
<b>Does your service operate for less than 48 weeks per year?</b>	Please state whether the service listed above operates for less than 48 weeks per year. <ul style="list-style-type: none"> <li>○ If answered <b>Yes</b> – the below question will become visible.</li> <li>○ If answered <b>No</b> – Please confirm whether your service type is eligible by contacting <a href="mailto:OECD.PreschoolFunding@sa.gov.au">OECD.PreschoolFunding@sa.gov.au</a>.</li> </ul>
<b>Does your service <u>primarily</u> provide early education to children in the year before full time school like a preschool or kindergarten?</b>	Please state whether the service listed above operates primarily to provide preschool in the year/two years before school. <ul style="list-style-type: none"> <li>○ If answered <b>Yes</b> – the below question will become visible.</li> <li>○ If answered <b>No</b> – Please confirm whether your service type is eligible by contacting <a href="mailto:OECD.PreschoolFunding@sa.gov.au">OECD.PreschoolFunding@sa.gov.au</a>.</li> </ul>

<p><b>Does your service offer stand-alone enrolment for 15 hours of sessional preschool (without any requirement to enrol in additional hours or services)?</b></p>	<p>Please state whether the service listed above offers stand-alone enrolment for 15 hours of preschool (without any requirements)?</p> <ul style="list-style-type: none"> <li>○ If answered <i>Yes</i> – the below question will become visible.</li> <li>○ If answered <i>No</i> – Please confirm whether your service type is eligible by contacting <a href="mailto:OECD.PreschoolFunding@sa.gov.au">OECD.PreschoolFunding@sa.gov.au</a>.</li> </ul>
<p><b>I am seeking to be funded as a non-government sessional service</b></p>	<p>Please state whether the service listed above is seeking to be funded as a non-government sessional service?</p> <ul style="list-style-type: none"> <li>○ If answered <i>Yes</i> – Note: Eligibility to begin as a sessional service will depend on the roll-out schedule available here <a href="#">3-year-old preschool roll-out   Office for Early Childhood Development</a>. Non-government sessional services should express interest the year before the SA2 area the service is in, is eligible to commence 3-year-old preschool.</li> <li>○ If answered <i>No</i> – Please confirm whether your service type is eligible by contacting <a href="mailto:OECD.PreschoolFunding@sa.gov.au">OECD.PreschoolFunding@sa.gov.au</a></li> </ul>

### SECTION 3.1: Places

**Please confirm your total enrolments (in headcount terms) for 2024:**

**Children in the two years before full time school (i.e., 3-year-old program):**

This question requests headcount data for those children (who are either 2 or 3 years old) who are currently (for 2024) enrolled in the service for the 24-months before they start school, noting that some children will start school when they are 4.

**Children in the year before full time school (include those in a 4-year-old funded preschool, non-funded preschool and those in non-preschool):**

This question requests headcount data for those children (who are either 3, 4 or 5 years old) who are currently (for 2024) enrolled in the service for the 12-months before they start school, noting that some children will start school when they are 4, or in a mid-year intake.

#### CURRENT

**In 2024, how many days per week did children in the two years before full time school (2YBFS) attend your service, on average?**

To work out the average number of days:

$$\frac{\text{Total number of full day bookings for children in the 2YBFS per week}}{\text{Number of enrolled children in the 2YBFS per week}} = \text{average number of days per week}$$

*Worked example:*

$$\frac{75}{26} = 2.88$$

**In 2024, how many days per week did children in the year before full time school (YBFS) attend your service, on average?**

To work out the average number of days:

$$\frac{\text{Total number of full day bookings for children in YBFS per week}}{\text{Number of enrolled children in YBFS per week}} = \text{average number of days per week}$$

*Worked example:*

$$\frac{100}{30} = 3.33$$

**In 2024, what number of children in the YBFS received their funded preschool program at your service?**

This question requests actual numbers of children (who are either 3, 4 or 5 years old in the YBFS) who in 2024, received their funded preschool program at the service.

**In 2024, how many teacher-led preschool rooms did you offer?**

To answer this question, please provide the number of physical rooms that had a teacher-led program in place. This could be rooms that had a teacher for either part or full days and could also be one teacher split across two rooms.

*Scenario example: The OECD Early Learning Centre has one Early Childhood Teacher. This teacher works 5 days across 2 rooms (2.5 days in each). In response to this question, OECD Early Learning Centre would reply that they had 2 teacher-led rooms in 2024 even though one teacher services both rooms.*

**In 2024, across all rooms in your service, how many days per week of teacher-led programs did your service offer? (this is rooms multiplied by days per room, e.g., enter 10 for 2 rooms x 5 days, or enter 7 for (1 room x 3 days) + (1 room x 4 days))**

This question requests cumulative number of days per week that the service offered a teacher-led program in 2024. If this varied throughout the year, please respond for a typical week.

As the response required is cumulative across multiple rooms, your answer may be higher than 5.

For example, as outlined in the question, if your service had 2 rooms that both offered 5 days of a preschool program per week, then your answer would be 10.

If you had one room that offered a teacher-led program on a Monday, Tuesday and Wednesday, and a teacher-led program on Monday, Tuesday, Wednesday and Thursday in another room, then your answer would be 7.

**In 2024, how many hours per week of teacher-led programs did your service offer across all teacher-led rooms? (i.e., what was the total of hours led by a teacher, in any week? This should be cumulative across all rooms and teachers)**

This question asks how many hours per week teacher-led programs are offered in the service. If this varied throughout the year, please respond for a typical week.

For example, if you answered your service has 2 teacher-led rooms, and one with a teacher 3 days per week and the other with a teacher 4 days per week, please enter the sum of hours over those 7 teacher-led days. If a teacher is present and delivering a program for 6 hours on each day, your answer would be 42 hours. If the hours per day varies (for example, 5 hours on some days, and 7 hours on others), please account for this variation in your answer.

## PROJECTED

### In 2026, how many teacher-led preschool rooms do you plan to offer?

As per the draft Policy and Funding Guide, to partner with the OECD for preschool delivery from 2026 you must have a degree-qualified early childhood teacher or person with a Special Authority to Teach as an Early Childhood Teacher (ECT SAT) in place to deliver the preschool program – they must be working directly with the children and delivering the preschool program for the full hours claimed (excluding breaks).


In response to this question, please provide an indication on how many teacher-led rooms (as per the above requirements) your service intends to have available for preschool delivery in 2026. Please note: services will have flexibility to offer combined or separate 3- and 4-year-old programs so services are encouraged to think about how they will structure their program, to inform how they will structure their rooms.

For each of your planned teacher-led preschool rooms for 2026 (number answered above):

Room	How many days per week will a preschool program be offered?	How many hours per day of preschool programs do you anticipate offering?	What is the maximum enrolment capacity of the room (per day)?	Indicate the intended use of the room	Mixed preschool and not preschool age - estimate number of children*
<i>Example</i>	3	6.5	27	<i>YBFS (4 yo preschool)</i>	0
Room 1					
Room 2					

\* For any room with the intended use indicated as *mixed preschool and not preschool age*, estimate the number of children who would be aged under 3, on an average day. No number is needed for any room that has not chosen this as the intended use.

#### NOTE:

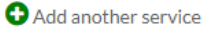
- There is capacity to add up to six teacher-led rooms in the online form. To add additional rooms, please click the  [Add another room](#) button.
- The OECD acknowledges that the numbers listed above are indicative numbers only for 2026 delivery. Prior to entering into any partnership agreement, the OECD may require an update on these figures.

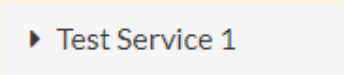
### SECTION 3.2: Workforce

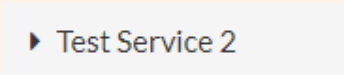
<p><b>How many Early Childhood Teachers (both degree-qualified early childhood teacher registered with the Teacher's Registration Board (TRB) and those with a Special Authority for an Unregistered Person to Teach as an Early Childhood Teacher (ECT SAT) from the TRB), do you <u>currently</u> have employed in the service?</b></p>	<p>Please enter the number of Early Childhood Teachers (ECT) (both degree-qualified early childhood teacher registered with the Teacher's Registration Board (TRB) and those with a Special Authority to Teach as an Early Childhood Teacher (ECT SAT)), that are currently employed at the service:</p> <ul style="list-style-type: none"> <li>• <b>Total number (headcount):</b></li> <li>• <b>Full time equivalent (FTE):</b></li> </ul>
<p><b>How many Early Childhood Teachers (as defined above), do you <u>propose to have</u> in place to plan and deliver the preschool program in 2026?</b></p>	<p>Please enter the number of Early Childhood Teachers (as defined above) that you propose to have in place for 2026 program delivery:</p> <ul style="list-style-type: none"> <li>• <b>Total number (headcount):</b></li> <li>• <b>Full time equivalent (FTE):</b></li> </ul>

<p><b>If the service does not currently have an ECT (as defined above), or a sufficient number of ECTs in place for 2026, how do you propose to address this? (tick box – can select multiple options)</b></p>	<p>Please select all the ways in which you propose to address this for 2026:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff member(s) planning to upskill but not yet started</li> <li><input type="checkbox"/> Staff member(s) currently upskilling</li> <li><input type="checkbox"/> Staff member(s) currently upskilling via <a href="#">QualifySA in Early Childhood funding</a></li> <li><input type="checkbox"/> Recruitment</li> <li><input type="checkbox"/> ECT returning from parental leave</li> <li><input type="checkbox"/> Other: <i>please provide detail</i></li> <li><input type="checkbox"/> Not applicable</li> </ul>
<p><b>How will you demonstrate a commitment to workforce and professional development? (tick box – can select multiple options)</b></p>	<p>Please select all the ways in which you will demonstrate this commitment:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support staff to upskill</li> <li><input type="checkbox"/> Currently supporting existing staff through professional development: <i>please provide detail</i></li> <li><input type="checkbox"/> Provide placements</li> <li><input type="checkbox"/> Employ trainees <ul style="list-style-type: none"> <li><input type="radio"/> Cert III</li> <li><input type="radio"/> Diploma</li> <li><input type="radio"/> Cert III and/or Diploma</li> </ul> </li> <li><input type="checkbox"/> Other: <i>please provide detail</i></li> </ul>
<p><b>Is your service currently part of a professional network?</b></p>	<p>Please state whether the service listed above is currently part of a professional network.</p> <ul style="list-style-type: none"> <li><input type="radio"/> If answered <i>Yes</i> – provide the name and details of the professional network.</li> <li><input type="radio"/> If answered <i>No</i> – continue.</li> </ul>

**ADDITIONAL INFORMATION:**

- If any mandatory fields in the **Service details** page have not been completed, you will receive an error for correcting prior to being able to proceed to the Certification page.
- If you have additional services, please click the  **Add another service** button. You will need to complete the *Places* and *Workforce* sections again for all individual services.
- If you have multiple additional services, it may be helpful to minimise the completed service details using the arrow next to the service name.

 ▶ Test Service 1

 ▶ Test Service 2

- You can also minimise your multiple teacher-led preschool rooms information.
- Once all mandatory fields have been completed you can click on the orange **NEXT** button at the bottom of the screen to proceed.
- If you have signed up for an iApply account, you can click on the orange **SAVE** button at the bottom of the screen to save your content before proceeding. This will also enable you to exit the EOI and complete it in a later session.



## PAGE 4: CERTIFICATION

- Enter the name of the authorised office for the organisation. For the purposes of this EOI, an authorised officer is a person who the organisation has authorised to perform specific functions under law.
- This authorised officer will need to certify that, as far as they are reasonably aware, the information provided in the Expression of Interest is true and correct, and that the provider and services will comply with the terms and conditions of the draft [Policy and Funding Guide](#), including the core partnership requirements. Relevant core partnership requirements will need to be ticked.
- Please enter the position of the authorised officer.

## PAGE 5: SUBMIT

- Please review all completed sections of your EOI. Once your form is submitted you will not be able to make changes.
- If you notice any errors, you will be able to select the relevant page from the left-hand menu and alter the information.
- Once satisfied that the details entered are correct, you can **CLICK HERE TO PRINT THIS PAGE** if you would like to download a copy.
- Then, please click the orange **SUBMIT** button at the bottom of the page to submit your EOI to the OECD for assessment.

## PAGE 6: RECEIPT

This is the final page of the EOI form and confirms submission of your EOI. Please note the application receipt number listed on this page. If you need to contact the OECD for any reason regarding your EOI submission/s, please reference this number.

The contact person's email address listed in the EOI will receive a confirmation email, including a PDF copy of the EOI submission.

Once the EOI has been submitted, responses cannot be edited (unless withdrawing and resubmitting the EOI before it closes). EOIs may be withdrawn at any time by written notice from the provider to [OECD.PreschoolFunding@sa.gov.au](mailto:OECD.PreschoolFunding@sa.gov.au).