



Enriching children's lives through learning

To ECKA Teachers

In achieving our purpose to **Enrich children's lives through learning**, additional support from teaching staff is often required to ensure that families and children with additional needs are supported to begin, maintain or transition from, our early education services.

Although the current industrial Award does not recognise the additional time that such tasks require, ECKA does recognise and appreciate the additional administrative time that teaching staff work in order to support inclusion and participation of these children; and that such work is a demonstration of the ECKA values, ensuring we can deliver on our purpose.

As a result of the changing requirements for supporting families, the additional administration time that has been available for teaching staff for many years, has been altered to provide a more equitable and reflective measure of the time required of teaching staff in the following tasks.

When claiming for additional time please email this application to [om@ecka.org.au](mailto:om@ecka.org.au)

\*Please note: If you have a number of these tasks due at the same time and would prefer release time instead of overtime, please email [om@ecka.org.au](mailto:om@ecka.org.au) to discuss this option.

**CLAIM FOR ADDITIONAL ADMINISTRATION HOURS**

<b>Name:</b>		<b>Date:</b>	
<b>Kindergarten:</b>			

Application Type (time available)	Number of applications completed	Office Use Only	
		Total Hours Claimed	Pay Process Paid
KIS (2hrs/application)			
Second Year Funding (1 hr/child)			
NDIS (2 hrs / child)			
Vinlands (2 hrs/ report)			

V2 - November 2022

