



Australian Government
Department of Education

News

Weekly wrap for the early childhood education and care sector



24 August 2022

Amending 2021–2022 session reports

The Child Care Subsidy System (CCSS) has closed for the 2021–22 financial year. You must [submit an application](#) to amend session reports from that financial year.

You must do this if you realise you have submitted incorrect session reports. We can only give you access to the session reports in the CCSS if you provide all the required details.

See the below tips to ensure we can approve your request.

Fill out all fields in part A for your service

You must provide your service details under part A. These should not be the provider details.

If you need to amend multiple reports, use a spreadsheet

A separate form is required for each family.

If you are applying to amend data for multiple children or weeks, you may provide information in Part B, Part C and Part D in an excel spreadsheet. This will only be accepted if the relevant information is provided in full.

[Download an example spreadsheet on our website.](#)

Understand the difference between current data and intended changes

Current data is what the system currently reflects.

Intended data is what you want the sessions to reflect after the changes are applied.

Explain why the change is required

You must provide details outlining why the change is required.

You must also identify whether the change is:

- a new submission
- an amendment to an existing report
- withdrawal of an existing report.

If you are changing from one guardian to another, you need written evidence from the family.

Provide supporting evidence

Providing evidence will help us assess your application. Supporting evidence may include:

- attendance records
- statements of entitlement
- enrolments or Complying Written Arrangements
- evidence of casual bookings
- evidence of payment of gap fees, including receipts or EFT records.

If you don't provide sufficient information, we may ask you to provide further evidence.

A PMC must sign the form

The form must be signed by a [person with management or control](#) (PMC). The PMC must provide their PRODA RA number.

2021 National Workforce Census report now available

We've published the results of the 2021 Early Childhood Education and Care National Workforce Census.

Last year you participated in the nationwide census to help us develop and measure policies and programs for the early childhood sector.

Information collected included:

- details on service usage
- children with additional needs
- access to preschool programs
- staffing information, including demographics, qualifications, wages, and current study

The information will inform early childhood education and care policy. It will also help ensure that children and their families receive quality early learning and care.

The 2021 National Workforce Census achieved a 99% response rate. Thank you to everyone who took part.

[Read the report on our website.](#)

Strike action on 7 September

We're aware that some early childhood educators may strike on 7 September.

A reminder that you cannot claim Child Care Subsidy (CCS) when your service is closed, except on a [public holiday by law](#) or during a [period of emergency](#).

Guidance about industrial action for employers and employees is available on the [Fair Work Commission website](#).

Useful information

Handy resource

Keep up to date with COVID-19 advice from the Australian Government and all state and territory governments on [ACECQA's website](#).

Good to know



[Wear It Purple Day](#) is this Friday 26 August. Wear purple to foster supportive, safe, empowering and inclusive environments for rainbow young people.

Join the conversation

The [Australian Child Care Providers and Services Facebook group](#) is your place to learn, explore and connect with us and others in your sector.

Was this newsletter helpful?

[Yes](#)

[No](#)

CONTACT US

CCS Helpdesk 9am to 5pm AEST Monday to Friday 1300 667 276 or [email us](#) anytime.

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