



# Creative Kids

## Provider Guidelines

[service.nsw.gov.au](https://service.nsw.gov.au)



## Program Overview

The NSW Government is helping children get creative with a new initiative to come into effect from January 2019.

Creative Kids represents a significant investment for the government, which recognises extra-curricular activities such as creative arts, speech, drama, digital design and music are an integral part of a child's learning and development. In addition, regular access to cultural and participation in the arts has been shown to have strong positive links to learning, education and achievement.

Creative Kids is one of the ways the government is helping to reduce the cost of living for families, while giving children access to important creative pursuits. The \$100 vouchers will be available for all parents, guardians and carers of school aged children and can be used towards the cost of registration, participation or membership in programs.

Local organisations are encouraged to register for the program, which aims to provide thousands of great options for parents to show their kids the benefits of getting involved in creative pursuits.

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## About the Creative Kids program

From January 2019, NSW parents, guardians and carers of young people aged 4.5 to 18 years can apply for a \$100 voucher to use for creative and cultural learning activities outside of the school curriculum.

The voucher can be redeemed towards payment of memberships or fees with an approved provider registered with the Creative Kids program. The rebate is available once a year for four years.

## Program Objectives

The objectives of the program are to:

1. Support the cost of living for NSW families
2. Increase the participation of school-enrolled children in creative and cultural activities or lessons
3. Support the growth of creative thinking in children to enhance their future opportunities



## Eligible providers

To register as a provider with the Creative Kids program, you must deliver a creative or cultural program and be:

### Provider Location

- ▶ Based or have a physical presence in NSW
- ▶ Hold a current ABN and must not have any outstanding actions or enforcement orders recorded by NSW Fair Trading (ensure that your details are up to date with the ABR)
- ▶ Hold appropriate skills, experience, or qualifications for the activities provided, and/or appropriate accreditation for high risk activities, specifically circus activities
- ▶ Have Child Safe Policy or completed the Child Safe Organisation e-learning model by the Office of the Children's Guardian
- ▶ Obtain Working with Children Check clearance for all staff and/or volunteers who work with children
- ▶ Hold current Certificates of Currency for Indemnity and Insurance policies appropriate to the type and level of activities being delivered

If you do not meet the requirements above but provide an eligible activity that is:

- ▶ In rural or remote NSW
- ▶ To children with disabilities or
- ▶ Delivering cultural experiences to children by a recognised indigenous elder

Please register your interest to participate in the program and provide details of your program for assessment.

Service NSW reserves the right to contact you during the application process to discuss the application and may need to refer to other Government agencies to complete the assessment. We will assess all requests and our decision is final around eligibility.

If your situation changes so that you no longer meet the eligibility criteria, you or an authorised representative must notify Service NSW immediately.

### Provider Qualification

Providers need to share an overview of the qualifications they hold to teach the chosen activities. You have one of the following criteria:

- ▶ A teaching degree and practical experience in relevant field
- ▶ A degree in relevant field i.e. fine arts, drama, music
- ▶ Five or more years of professional experience in the relevant area
- ▶ Awards or industry recognition or accreditation in relevant field
- ▶ For cultural experiences, be a recognised cultural elder or provider within that culture



## Eligible activities

Eligible activities are those that are provided as part of a structured program where there are clear skill development outcomes. The following are eligible structured activity types:

- ▶ Tutoring on a specific skill (private or group base) delivered in person or virtually\* over a period of time longer than four weeks
- ▶ Time bound set of lessons/activity to learn a skill, based on the below timeframes.
  - Four weeks or more weekly classes, minimum of 30 minutes per week
  - Weekend course, minimum of two days for five hours a days or total number of hours to be eight or more hours
  - One week, minimum of four days within a seven day period for three hours per day
  - One day, minimum of five hours

- ▶ Cultural experience and masterclass such as a concert/performance followed by:
  - Structured workshop for one to four hours
  - Question time with a high profile artist/performer, relating to skills and art form development

All activities are to be delivered outside of school curriculum.

\*virtually includes tuition delivered by technology, such as Skype, with live interaction between the student and tutor/teacher



## Eligible activities

Creative Kids included activity categories:



### Visual Arts

- Drawing
- Photography
- Sculpture
- Sketching
- Painting
- Printmaking
- Advertising
- Public art
- Screen
- Media arts
- Design
- Multimedia
- Craft



### Performing Arts

- Music
- Drama
- Singing
- Circus arts
- Creative expression
- Choreography
- Parkour
- Theatre
- Synchronised swimming
- Dance



### Literary and Linguistics Arts

- Creative writing
- Languages
- Publishing
- Public speaking
- Poetry



### Creative Industries

- Architecture
- Coding
- Game design
- Industrial design
- Graphic design
- Fashion design
- Radio
- Augmented /virtual reality



### Cultural Experience

Workshop and performance activities in line with the structured program requirements associated with multi-cultural communities



## Ineligible activities

### Activities that are not eligible are:

- ▶ Skills based classes/activities that are only run for half a day
- ▶ One-off tutoring sessions
- ▶ Mobile app subscriptions
- ▶ After-school care services where no structured program on a consistent topic is run
- ▶ Membership that is not part of a structured program
- ▶ Activities that are part of the school curriculum
- ▶ School excursions
- ▶ School run competitions, concerts, drama programs, including weekend activities or interschool competitions or activities.

### Costs that are excluded are:

- ▶ Individual items such as clothing, uniforms, leotards, instruments, creative supplies (paints, books, canvas) or other equipment that would usually be purchased from a retailer and paid for by the individual as part of participating in the activity. (Packages where these items are included within the course are eligible)
- ▶ Examination fees for qualifications and assessment
- ▶ Travel costs to and from activities or competitions or concerts

## How to register

There are three simple steps to register as a provider:

- 1 Visit [service.nsw.gov.au/creativekids](https://service.nsw.gov.au/creativekids) to learn if you are eligible. Use the checklist on the following page to make sure you have all the details and documents you will need to register.
- 2 Create a **MyServiceNSW account**, or log into your existing account and **set up a Business Profile** if you don't already have one
- 3 Register for the **Creative Kids Program**. Enter your details, upload your documents and activity program, **then submit for approval**

Your registration approval will be confirmed within 28 days. You will receive an email once your business has been approved.



# CHECKLIST

## New Account

- Email address
- Identity document such as a driver licence, passport or Medicare card

## Existing Account

- MyServiceNSW login details – email address and password

## Business information

- ABN\*
- Business names\*
- Director's name\*
- Mobile number\*
- Email address
- Insurance policy number and expiry for public liability insurance or policies issued by your insurer (low risk \$10 million, high risk \$20 million)
- Certificate of Currency for Public Liability Insurance in PDF (this can be obtained from your insurer)
- Website (if applicable)
- Child Safe Policy or completed Child Safe eLearning module provided by Office of the Children's Guardian

\*Ensure that the details are as per the Australian Business Register

## Businesses with 1- 5 staff working with children

For **all staff** who are over 18 years and working with children:

- Name
- Working With Children Check number and expiry date
- Date of Birth
- PDF document (resume or bio) which details the skills, qualifications or experience related to the activity being delivered

## Businesses with 6 + staff working with children

- Business registration number issued by the Office of the Children's Guardian (Number starts with REG followed by seven digits i.e. REGXXXXXXX)

## Program Structure (or activities on offer)

- Brief description and PDF document outlining what courses or activities you offer to students, a timetable of the program and the learning objectives/outcomes of the class (e.g. syllabus, marketing flyer etc)
- Fee Structure in PDF document which details the cost for the activities on offer as described in your program document.

## Banking details (to receive funds)

- Bank account name, BSB and account number



## Promoting the program to your community and customers

The NSW Government supports local businesses and this program represents an opportunity to grow your business. Creative Kids will support your current customers by a reduction in lesson costs. We encourage you to introduce programs that allow kids to explore the creative arts. The program will support families in easing the cost of living pressures.

Service NSW will be supplying all providers with an electronic on-boarding pack to support you with the program and provide you with tools and resources to promote that you are an approved provider for the Creative Kids program in your area. The on-boarding pack will include:

- Digital marketing tools with images and copy blocks to promote on your website, share with local schools and on your social media channels
- Print ready poster files
- Thought starters on how you can use this program in your business

## FAQs

### About the registration process

#### When does the Creative Kids program start?

- From 1 January 2019, parents/guardians/carers can claim a \$100 voucher for each eligible school-aged child, by applying online through their MyServiceNSW account
- From that date, approved providers registered with the Creative Kids program, can accept and redeem valid vouchers from recipients

#### How do organisations register?

- Providers register directly with MyServiceNSW, by first creating a Business Profile, and then completing a Creative Kids registration for approval

#### What information is required to register as a provider?

The following information is required to start your registration:

- A MyServiceNSW account with a Business Profile (if you don't have an account you can sign up after you select 'Register online')
- Personal identity document, such as Australian driver licence
- Your organisation's Australian Business Number (ABN)  
**Important:** Your identity document name details must match the name details held with the Australian Business Register for your ABN
- A Child Safe Policy or completed the Child Safe eLearning module provided by Office of the Children's Guardian
- Working With Children Check (WWCC) details:
  - for businesses of 1-5 employees who work with children - each employee's WWCC number, date of birth, and PDF of resumé/qualifications
  - for businesses of 6 or more employees - your business registration number that starts with REG followed by 7 digits
- A PDF copy of your Certificate of Currency for public liability insurance or policies issued by your insurer to the type and level of activities being delivered (minimum cover \$10 million)
- If you provide high risk activities, a PDF copy of your personal accident insurance (minimum cover \$20 million). Examples of high risk activities include those which are water based, have physical contact, are dangerous, extreme (e.g. circus) or require specialised safety equipment.
- Program details including:
  - creative area or activity type
  - location
  - structure
  - fees
  - website details
  - dates and times
- A PDF copy of your program structure that describes eligible activities and associated fees
- Business bank account details for the account that will take reimbursements

### About the voucher process

#### When can families start downloading and using their vouchers?

- From January 2019, families will be able to apply for their voucher/s online from MyServiceNSW
- Vouchers can be used toward the cost of fees for eligible programs with registered providers
- Families can apply at any time within the calendar year
- Providers must be approved and registered with Service NSW before accepting vouchers

#### As a provider how do you redeem the voucher to get the money back?

- Providers can redeem vouchers from MyServiceNSW business profile once you are an approved Creative Kids provider
- You will need the Creative Kids voucher number, child's full name (as it appears on the voucher) and date of birth

#### Can providers increase prices or fees?

- Providers cannot raise their fees above a reasonable level (i.e. pricing of participation shall not be increased directly as a result of the registration as a provider in Creative Kids)
- Providers can not apply differential pricing for voucher holders vs non-voucher holders
- Providers shall be subject to audit. Those providers found to have unreasonably increased their fees, or engaged in differential pricing, may be deregistered as a Creative Kids provider

#### When will providers be reimbursed the value of the vouchers?

- Providers will be reimbursed within seven (7) days from completing a redemption of the voucher via your MyServiceNSW business profile
- Please note that providers will be reimbursed the actual value of the activity up to \$100 and do not automatically receive \$100 for each voucher

#### Can Parents apply for both Creative Kids and Active Kids vouchers?

- NSW families are able to apply for both the Creative Kids and Active Kids voucher per school-age child

#### How long are vouchers valid?

- Vouchers provided are valid for redemption during the current calendar year activity program (Year 1 will commence from the 1 January 2019 and expire on the 31 December 2019). Vouchers shall expire at the end of the calendar year
- The program is valid for 4 years 2019-2022 and families can apply for a voucher every year
- Vouchers are available for redemption once only for the nominated registered season or term of activity

For more FAQs and program information visit [service.nsw.gov.au/creativekids](http://service.nsw.gov.au/creativekids)

## More information

### Website

[service.nsw.gov.au/creativekids](http://service.nsw.gov.au/creativekids)

### Contact us

**Phone** 13 77 88

**Email** [creativekids@service.nsw.gov.au](mailto:creativekids@service.nsw.gov.au)

**Web** [service.nsw.gov.au/contact-us](http://service.nsw.gov.au/contact-us)

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