



LEGACY BRISBANE POLICY

EDUCATION AND TRAINING SUPPORT FOR CHILDREN AND YOUNG PEOPLE

Policy number: CS-G12

Effective date: 06/07/2023

Approving authority: Board of Directors

Sponsor: Community Services Manager

Web address: www.legateeeguide.org.au

Date for review: 06/07/2026

Version History

Date	Description of Change	Version
14.07.2016		1.0
18.06.2018	Updated nominated minimum level of financial assistance. Appendices updated with Financial Assessment Form and Payment Request Form	1.1
16.06.2020	Updated principles, supports available, roles and responsibilities including addition of Service Delivery Committee and references and linkages. Appendices updated with Delegations	1.2
06.07.2023	Approved no updates necessary	1.3

Purpose	The Charter of Legacy commits the organisation to the care and safeguarding of the interests of families of those who served. This policy is an expression of that commitment.
Policy Statement	Legacy Brisbane helps each child attain their maximum potential by assisting with training and education until qualified or trained for the workforce.
Who should read this policy	Board of Directors, Group Chairs, Service Delivery Committee, Legatees involved in assistance for children and staff.
Scope	This policy applies to children of deceased or incapacitated veterans and Australian Defence Force personnel who die or become incapacitated during their service.
Principles	Family members' independence, sense of responsibility and commitment will be preserved and fostered. Parents or guardians and the child will be appropriately consulted and engaged in the process. Consultation with the family is led by the person with the most established relationship (Legatee or Community Service Officer). Support to children is based on a combination of personal encouragement, advocacy for government and non-government resources, and financial assistance if there is a need identified. Support will be available for early childhood learning, primary school, secondary school, university and vocational, education and training including apprenticeships (full time and part time). Support will be based on need identified through a financial assessment using the Financial Assessment Form (Appendix 1). Access and equity is a key principle of this policy, which takes into account families level of disadvantage e.g. families living regionally and rurally who may have poor or limited access to appropriate educational facilities. To ensure that Legacy financial support and resources are allocated appropriately, the education or training entity should be certified and / or accredited, preferably by a Government agency such as Education Queensland. Support provided will be needs based until the child completes secondary education, normally by the age of 18 years, or if engaged in tertiary education and training until the child completes their study or reaches the age of 25 years (whichever comes first). Need will be decided by consultation between the relevant Legatee or staff member and the Community Services Manager, based on the financial assessment. The family's ability to contribute, negotiation with the

education or training entity on costs and ability of other organisations to provide funding will also be taken in to consideration.

Support available The following list, though not exhaustive, provides examples of the type of education and training support which may be offered:

- Internal or external grants;
- Time and effort to promote and support parental involvement and engagement with school attendance, homework, parent-teacher-student relationship, extra-curricular activities and the school community;
- Information, advice and advocacy to access resources from the Department of Human Services, the Department of Veterans' Affairs and Education Queensland;
- Support for continuity of a child's primary and secondary education in the public, independent or Catholic education sectors. This will be achieved by advocating for fee relief, help accessing external grants and bursaries, and financial assistance with school fees;
- Tutoring provided by accredited and registered providers may be available where family circumstances resulting from a parent's death is negatively impacting on a student's academic potential and progress;
- Extra-curricular activities are considered part of a child's education. Financial support may be available for activities in which the individual shows particular interest or flair such as sport, dance, music or fine arts;
- Guidance will be provided to access government fee assistance for university and for higher-level vocational, education and training fees;
- In cases of hardship or special need, financial assistance may be provided to tertiary and vocational, education and training students for living expenses, books, tools, equipment, computers and internet access as relevant for study.

Roles and responsibilities

Legatees:

- Liaise with the family and monitor education progress and needs;
- Promote and support a productive student-teacher-parent relationship;
- Assist the family in the acquisition of education resources from government sources outlined in this policy;
- Identify the need for financial support including the family's ability to contribute and ability of other organisations to provide funding;
- Advocate for fee relief from the relevant educational institution;
- Undertake the financial assessment (as required);
- Group Chair to complete and authorise claims for payment or reimbursement (using the Payment Request Form – Appendix 3) and forward authorised claims to the Community Service Manager for processing;
- Support gathering of data for grant applications and acquittals;
- Provide feedback to the family on the outcome of requests for payment, reimbursement, or other assistance.

Community Service Officer:

- Duties as per Legatees.

Community Services Manager:

- Ensure claims for payment or reimbursement are processed in a timely manner;
- Ensure payments for financial assistance are recorded in beneficiary records and the total of amounts paid remain within authorized limits as per delegation of financial authority (Appendix 3);
- Participate in the financial assessment and consult with Legatees or Community Service Officers on level of financial assistance;
- Provide advice to Group Chairs on a sustainable common level of support through Legacy Brisbane;
- Provide subject matter expertise;
- Budget for annual expenditure for education and training support;
- Provide relevant reports and analysis to the board as necessary;
- Ensure the financial assessment process remains appropriate;
- Ensure clear communication with grant providers including fully completed grant applications and timely acquittals.

Finance Section:

- Make payments as requested by the Community Services Manager;
- Enter payment details into beneficiary records.

Evaluation and review

Evaluation and review of this policy will be conducted by the Service Delivery Committee and the policy sponsor every two years. Following review, recommendations for change will be forwarded to the approving authority.

References and linkages

The Bravery Trust: Provides financial assistance to families where the serving or ex-service member has been injured (physically or mentally) or killed as a result of service with the ADF.

<https://braverytrust.org.au/>

The Veterans Children Education Scheme (VCES): Available where a veteran parent dies because of the ADF service and the surviving parent receives the single orphan's pension.

<https://www.dva.gov.au/financial-support/support-families/get-student-support/education-schemes>

For children with special needs:

<https://education.qld.gov.au/students/students-with-disability>

Queensland Law Handbook (children and education):

<https://queenslandlawhandbook.org.au/the-queensland-law-handbook/family-law/children-and-education/>

Education and Care Services National Law (Queensland) Act 2011:

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-038#sec.16>

Appendix

- 1. Financial Assessment Form**
- 2. Payment Request Form**
- 3. Delegations**