

# Kindergarten IT Program



## Introduction to KIM– 801 Course Outline

### What you will learn

This course provides an introduction to the Kindergarten Information Management system (KIM).

Participants will learn how to navigate KIM, to become familiar with the web-based Menu items and forms. Add and update information about the service provider, service, workforce, children and funded kindergarten program. Submit data about the funded kindergarten program through the confirmation process. Complete the process to apply for Early Start Kindergarten funding. Practice and perform troubleshooting on common tasks.

### Who is the course for?

The training is open to kindergarten Directors, teachers, assistants and committee members.

The course is designed for new users who have a role in the administrative and reporting requirements for services. The course has a specific focus on data entry into the web-based forms and troubleshooting technical issues.

### Further support

For specific technical questions or for support in entering data, contact the dedicated KIM Help Desk on 1800 614 810 or email: [help.helpdesk@edumail.vic.gov.au](mailto:help.helpdesk@edumail.vic.gov.au).

For specific funding questions please contact your Regional Office.

### Pre-requisites

To do this course you should be able to:

1. Use a keyboard to enter text
2. Interpret user manuals and help functions
3. Read and write basic workplace documents
4. Operate a personal computer (PC)

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## Introduction to KIM – 801 Learning Outcomes

Section	Learning outcomes
<b>Navigate KIM</b>	Gain an understanding of the basic features of the system; <ul style="list-style-type: none"><li>• Log into KIM</li><li>• Navigate the Home Page and access Menu Items</li></ul>
<b>Enter Kindergarten Program Data</b>	Add and update information about the service provider, service, workforce, children and funded kindergarten program; <ul style="list-style-type: none"><li>• Update service provider details</li><li>• Create, edit and update enrolments</li><li>• Create and upload a .csv file</li><li>• Add and update workforce information</li><li>• Add and update program details</li></ul>
<b>Submit Annual Confirmation Data</b>	Complete and submit the <i>Annual Confirmation</i> of data <ul style="list-style-type: none"><li>• Submit Annual Confirmation Data</li></ul>
<b>Apply for Early Start Kindergarten funding</b>	Learn how to apply for Early Start Kindergarten funding; <ul style="list-style-type: none"><li>• Add, edit and update an Early Start enrolment</li></ul>
<b>Troubleshooting and Quick Reference Guides</b>	Gain an overview of the Quick Reference Guides and perform troubleshooting on common tasks relating to; <ul style="list-style-type: none"><li>• Accessing KIM</li><li>• Service/Program Administration</li><li>• Enrolments</li><li>• Workforce</li><li>• Technical support</li></ul>