



# POLICY AND PROCEDURE

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Approved By:	Executive Director
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## QUALIFICATION REQUIREMENTS

### 1. POLICY STATEMENT AND PURPOSE

Catholic Early Learning and Care will ensure that qualification requirements under the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011, and the National Quality Standards for Education and Care Services 2018, will be adhered to at all times of operation.

Records of qualifications will be maintained on the Staff Register at each individual service.

### 2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

### 3. PROCEDURE

#### **Determination of the Responsible Person - Appointment of Employees to Designated Roles.**

##### **Responsible Person:**

- The Education and Care Services National Law determines that a responsible person must be physically present at a centre-based service at all times that an Approved service operates.
- A responsible person will be on the premises at all times, and the details of the responsible person at any time will be clearly displayed for educators, staff and families.
- **Refer to ‘Determining the Responsible Person’ policy and procedure.**

##### **Assigned Positions**

The Approved Provider are to appoint suitably qualified people to the following positions in each of their kindergarten, early learning and OSHC centres.

##### **Nominated Supervisor**

Minimum requirements for qualifications, experience and management capability:

- the applicant must have
  - adequate knowledge and understanding of the provision of education and care to children; and
  - the ability to effectively supervise and manage an education and care service.
- and the applicant must have at least one of the following
  - an approved diploma level education and care qualification, or working towards
  - an approved early childhood teaching qualification

- kindergarten centres this will be the teacher who is identified as most appropriate for the position in the interview and appointment process.

### **Responsible Person in Charge of the Service**

- For all CELC services this person is someone who has consented to be placed in day-to-day charge.
- In the absence of the Nominated Supervisor, this authority will be delegated to another employee as deemed by the service's Nominated Supervisor.

### **Education Leader**

- An educator who has appropriate qualifications and experience, as well as a thorough understanding of the Queensland Kindergarten Guideline, Early Years Learning Framework or the My Time, Our Place Framework for School Age Care.
- To be able to guide other educators in their planning and reflection, and mentor colleagues in their implementation practices.

The following forms must be completed for all assigned positions with the information sheets attached clarifying the roles they are consenting to:

### **Staff Record:**

- Nominated Supervisor Consent – For assigned Nominated Supervisor
- Responsible Person Consent – For Responsible Person

Educational Leader – For assigned Educational Leaders

- In addition to the above CELC forms the Nominated Supervisor is required to complete NS01 Nominated supervisor consent form.
- Approved providers can apply to transfer the role of Nominated Supervisor if necessary. To transfer the role, the notification forms NS01 need to be completed and submitted to the regulatory authority (NQAITs)

### **PLEASE NOTE:**

A Responsible Person who is placed in day-to-day charge of a Cairns Catholic Early Learning and Care service does not have the same responsibilities as a Nominated Supervisor.

Appointments are only to be made with the written permission of the educator taking on the position. Original letters of consent are to be kept on the service premises.

### **Qualifications**

The stated number of years for a qualification refers to a qualification ordinarily completed in the stated number of years of full-time study e.g. two-year qualification refers to two years of full-time study.

Copies of qualifications, including a Blue Card – Working with Children Check – Queensland's Blue Card System or a criminal history check, certified by a Justice of the Peace, Commissioner for Declarations, Notary Public, or lawyer, must be kept on file.

### **Food Handlers' skills and knowledge**

- The Education and Care Services National Law and Regulations do not set qualifications for cooks. While there are no mandatory qualifications for cooks, they, like all staff at a service, should be aware of their responsibilities under the NQF.
- Services must implement adequate health and hygiene practices, including safe practices for handling, preparing, and storing food (Regulation 77).
- The Approved Provider and Nominated Supervisor must ensure that food and beverages are nutritious and adequate in quantity and meet the dietary requirements of individual children. This may include considering the children's growth and development needs and any cultural, religious or health requirements (Regulation 79).

- The service must also have policies and procedures in place about these matters (Regulation 168).
- Food handlers and supervisors of food handling operations are required to have skills and knowledge in food safety and food hygiene matters appropriate to their work activities.
- A food handler skills and knowledge register are kept to demonstrate that food handlers have appropriate skills and knowledge.

**The service will ensure food handlers have appropriate skills and knowledge by:**

- Cairns City Council online training – for staff handling and preparing food within licenced premises – Participants can choose a variety of subjects to complete, one module at a time. At the end of each module, the participant will print the certificate of completion. This certificate will be signed by the authorised line manager and placed on file.
- [Cairns Regional Council online training](#)
- Establishment of internal policies and procedures that provide information about food handler and supervisor responsibilities.
- Attendance at food safety courses.
- Licensed Kitchens must have access to a Food Safety Supervisor – It is recommended that the service cook or the Nominated Supervisor complete a Food Safety Supervisors Qualification

- Overview
- Foodborne Illness
- Potentially Hazardous Food
- Contamination Of Food
- Temperature Control
- Food Handling Skills And Knowledge
- Food Receipt
- Food Storage
- Food Processing
- Food Display
- Food Packaging
- Food Transportation
- Food Disposal
- Food Recall
- Health Of Persons Who Handle Food
- Hygiene Of Food Handlers
- General Duties Of Food Businesses
- Cleanliness
- Cleaning And Sanitising Of Specific Equipment
- Structure, Design And Maintenance
- Temperature Measuring Devices
- Single Use Items
- Animals and Pests
- Management Control Techniques - HACCP, Food Safety Program
- SELECT ALL SECTIONS - See Note 3

Simply select the sections which are applicable to your workplace or in which you have an interest. Some sections are followed by an interactive assessment which you are required to complete.

As you select the various sections, an approximate viewing time for the total of the selected sections will be displayed at the bottom of the page.

Once you have selected all the sections you wish to view, click on the start button.

**Note 1:** Please ensure you have enough available time to complete the selected sections. If not, deselect some sections. You can return later to complete sections that you have not yet completed.

**Note 2:** If all the sections are selected, you will download approximately 40MB of data.

**Note 3:** If all sections are selected and all interactive tasks are successfully completed, a Certificate will be produced (in addition to the training acknowledgement form)

Viewing Time  
0 min 43 sec



## Monitoring Progress in a Course of Study

- Progress through a course of study must be monitored to ensure the staff member is actively engaged in study and will complete within the prescribe period.
- Staff are required to provide copies of academic transcripts at the end of each semester or as issued by the training provider. (Some training providers provide students access to these transcripts via the internet) These transcripts do not need to be sighted by a Justice of the Peace.
- Should a staff member fail to provide the transcript or have deferred or not progressed with study a meeting is to be arranged with the immediate supervisor to discuss the situation and develop a plan to ensure the study is recommenced.

Training shall be monitored by the following positions:

PERSON ENROLLED	RESPONSIBILITY FOR MONITORING
Educator	Nominated Supervisor
Assistant Nominated Supervisor	Nominated Supervisor
Nominated Supervisor	Operations Manager

Evidence of academic transcripts and meeting records are to be kept on personnel files until such time as the course of study is completed.

## **First Aid Anaphylaxis and Asthma Training**

First Aid Qualifications and Professional development of staff and educators

Section 136 of the regulations state:

- a) at least one educator who holds a current approved first aid qualification.
- b) at least one educator who has undertaken current approved anaphylaxis management training.
- c) at least one educator who has undertaken current approved emergency asthma management training.

Copies of first aid qualifications are kept at the service.

It is recommended that all educators, including casual staff, hold a first aid qualification, including approved asthma and anaphylaxis management training.

### **The Nominated Supervisor/and designated responsible person will:**

- Ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a staff register:
- Ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.
- Ensure a person with current First Aid and CPR qualifications is always present that the service is in operation.

### **Training of Staff**

For information on approved training courses for first aid, anaphylaxis and asthma training refer to the [ACECQA website](#):

- First Aid
- Anaphylaxis
- Asthma

### **Qualifications for Nominated Supervisors:**

Enrolment in the following qualifications must occur within 3 months of the date employment commenced. Qualifications prescribed for a Nominated Supervisor are:

- a diploma in an area of study applying to childcare workers under the AQF; or
- a 2-year qualification in early childhood studies or childcare studies from a higher education institution; or
- a qualification mentioned in the relevant qualifications section below; or
- a diploma in community services under the AQF;
- Recognition of Prior Learning (RPL) may be available through the educational institution for those with significant experience.

**Qualifications for Assistant Nominated Supervisor/Lead Educator:**

- Certificate III in a relevant area of study; and
- Enrolled in a relevant Diploma.

**Qualifications for Educator:**

Enrolment in the following qualifications must occur within 3 months of the date employment commenced unless covered by transitional provisions.

- Qualifications prescribed for an assistant are:
  - a certificate III or IV in an area of study applying to childcare workers under the AQF; or
  - a 1-year qualification in early childhood studies or childcare studies from a higher education institution; or
- a qualification mentioned in the relevant qualifications section.
- RPL may be available through the educational institution for those with significant experience.

**Presence of Qualified Staff Member:**

Where care is provided for a full day, a person carrying qualifications equivalent to a qualified Nominated Supervisor will be present for 7 hours and 15 minutes of this time.

Where care is provided for only part of a day there must be at least 1 person present who is an adult staff member and holds a qualification equivalent to a qualified Nominated Supervisor.

**Enrolled in Study:**

A person is considered qualified under the Regulation if they are enrolled in a course leading to a relevant qualification if:

- the course has started, and the person is undertaking the course; and
- the due date for completing the course has not passed.

**Relevant Qualifications:**

A further list of approved OSHC educator qualifications for the purpose of Regulation 137 (2)(b) of the National Regulations for Early Childhood Education and Care can be found on the ACECQA website. Refer to the list on the website often as qualifications continue to be added or modified.

Areas of study currently may include:

- nursing, physiotherapy, occupational therapy, diversional therapy, or speech pathology.
- primary, secondary, or special education.
- human welfare studies and services.
- behavioural science.
- sport and recreation.
- creative arts, fine arts, drama, or music.

Refer also to the [ACECQA website](#) for a list of NQF Approved Qualifications

## 4. BREACHES OF THE POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

## 5. ENQUIRIES

Catholic Early Learning and Care Executive Director - [admin@cclc.catholic.org.au](mailto:admin@cclc.catholic.org.au)

## 6. SEE ALSO

### Legislation

- Education and Care Services National Regulations 2011
- Regulations 118.119-120, 125-128, 150
- Education and Care Services National Law Act 2010
- The National Quality Standards for Education and Care Services 2018

## 7. APPROVAL



Vicki Bell  
Executive Director  
Catholic Early Learning and Care  
**Date: 19/11/2021**