

DIPLOMA EDUCATOR POLICY

This policy has been written to define Wilson Street Kindergarten's staffing qualification ratios.

PURPOSE

This policy will:

- Define the department of education regulations for staffing ratios across the Kindergarten
- Identify the ratios approved by the committee for Wilson Street Kindergarten

1. BACKGROUND & LEGISLATION

The department of Education requires the following educator qualifications across the two rooms:

- At least 50% of educators must be diploma level qualified or above. This includes Teachers, Group Activity leaders, Diploma, Diploma equivalent and working towards Diploma (assuming criteria is met)
- For WSK this means on any given day
 - One Teacher
 - One Teacher or Group Activity leader
 - One Diploma
 - 3 Certificate III Educators
- Each of these educators must be paid at the appropriate level for the job they are doing on that particular day.

2. SCOPE

This policy applies for the current year and is open to review by the committee on a yearly basis.

3. DEFINITIONS

Activity Group Leader: Means a suitably qualified employee appointed by the employer to be responsible for the planning and implementation of an early childhood program other than a funded preschool/kindergarten program.

Certificate III Early childhood educator: means an employee who is engaged as such to work under the general direction and supervision of an Early Childhood Teacher or Activity leader; and who is required to hold or be working towards a Certificate III in Children's services as required by the Regulator, or has been granted specific exemption.

Diploma Qualified Early Childhood Educator: means an employee engaged as such who is required to hold a diploma qualification approved by the Regulator for the purpose of the National Law and published in accordance with Regulation 137(1)(b) of the Education and Care services National Regulations 2011. A working towards Diploma is considered to meet the requirements of a diploma for the purpose of group ratios.

Early Childhood teacher: means an employee engaged as such, or an employee engaged in a position that requires the employee to hold an early childhood teaching qualification approved by the Regulator for the purpose of the National Law, and published in accordance with Regulation 137(1)(a) of the Education and Care services National Regulations 2011; and who has a current registration with the Victorian Institute of Teaching from 30 September 2015

Working towards Diploma: means an employee who is meeting the requirements of actively working towards an approved Diploma qualification. The requirements are:

- Being enrolled in a course and having commenced the course
- Making satisfactory progress towards completion – A minimum of 60% of the course completed

- Meeting the requirements to maintain enrolment
- Holding an approved Certificate III or having completed the approved Certificate III units or having completed 30% of the units in an approved ECT qualification.

PROCEDURES

The Wilson Street Committee has approved:

The WSK committee has made the decision to go above the regulatory requirements and support the nomination and pay of one Diploma role per group (where staff in the room hold these qualifications, or are working towards them.)

A roster has been created to align diploma qualified staff members with the role in their group. This has been fairly shared amongst the relevant staff and will be reviewed each year when the following year's rosters are created.

When a nominated diploma Educator is absent and a relief teacher fills in: If there is no other diploma education in the centre then the relief teacher must hold a Diploma qualification (or working towards) and be paid at that level for the day. If, however, there is already one nominated diploma educator in the centre then the relief teacher shall be employed as a certificate III co-educator.

EVALUATION

This policy will be reviewed annually with the committee to ensure

- Sufficient funds are available to pay the second Diploma educator rate each day
- Kept up to day with current legislation and best practice
- The rosters each year will take into account this policy when allocating staff members to each group.

AUTHORISATION

This policy was adopted by the Approved Provider of Wilson Street Kindergarten on 23 March 2017.

REVIEW DATE: TERM 4 2017