

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning – Staff training and qualifications requirements

Background: All Victorian children's services must meet the requirements of the *Children's Services Act 1996* (Vic) and the *Children's Services Regulations 2020* (Vic).

Definition: *Current assessment notice* in the *Children's Services Regulations 2020* (Vic) refers to an Early Learning staff member holding a current Working with Children Check.

Policy: Avenue Neighbourhood House @ Eley Inc. (ANH@E) is committed to providing a safe and secure environment for the children in its care. For a person to work as an educator in a children's service they must satisfy the following *minimum* training requirements as determined by the Victorian Department of Education and Training. The current staff requirements stipulated by the Victorian Department of Education and Training for licenced children's services can be accessed [here](#).

All staff members in the Early Learning Centre caring for or educating children must hold a Certificate III in Children's Services, or a qualification or training that the Secretary of the Department of Education and Training is satisfied is substantially equivalent or superior to the Certificate III in Children's Services.

A current list of approved qualifications for educators employed in children's services can be found in the Schedule of the Victorian Government Gazette No. 69 and accessed [here](#). If the qualification does not appear in the Schedule an application can be submitted to have the qualification(s) assessed for equivalence.

In addition to the above requirements, ANH@E will also ensure that one staff member will have a Diploma in Children's Services.

Minimum training requirements for staff members

ANH@E will ensure that the minimum training requirements for staff members are met according to the Department of Education and Training Victoria for children's services, including school holiday care services.

Minimum training requirements include:

- The staff member has completed primary school teaching qualification (generally, for the purposes of meeting the minimum training requirements, a primary school teaching qualification is a Certificate of Teaching requiring two (2) years of full-time study or part time equivalent or superior qualification obtained at any Australian university or teachers' college).
- Or is a qualified teaching staff member.

First aid and anaphylaxis management training

All Early Learning staff must:

- Meet child staff ratios (at least two (2) staff members are on duty whenever children are being cared for or educated by the service).
- Have completed first aid training that includes emergency life support and cardiopulmonary resuscitation (CPR), convulsions, poisoning, respiratory difficulties, management of severe bleeding, injury, and basic wound care appropriate for children.
- Have completed anaphylaxis management training, which must include training in the following areas:
 - Nature of severe allergic conditions.
 - Signs and symptoms and management of anaphylactic shock including administration of an adrenaline auto-injection device.
 - Risk minimisation and management strategies for allergic reactions and anaphylaxis appropriate for children (refer also to Early Learning – Anaphylaxis policy).
- Complete first aid and anaphylaxis management training at least every three (3) years (Regulations 63 and 64). This may be undertaken as a combined course.
- Complete yearly updates in the administration of an adrenaline auto-injection device (EpiPen) are required and, once full first aid training has been completed, yearly updates in the use of cardio-pulmonary resuscitation are also required (Regulation 65). The Department of Education and Training has developed an Anaphylaxis Resource Kit that is available to services to support their staff in completing the required annual updates on the use of an adrenaline auto-injection device. (NOTE: ANH@E conducts EpiPen refresh training once a term).
- Be kept up to date of the legislative requirements by attending appropriate professional development and by reading bulletins provided by the Department of Education.

When a child who is diagnosed as being at risk of anaphylaxis is enrolled at a children's service, it is the responsibility of the House Manager to ensure that all staff members on duty when that child is being cared for have completed accredited anaphylaxis management training (Regulation 67).

Staff records

The House Manager will ensure that each Early Learning staff member has a staff record, which must include:

- Their name, address, and date of birth.
- A copy of all relevant qualifications or certificates of completed training.
- Their working hours.
- The dates on which they undertook and completed their annual training in the administration of an adrenaline auto-injection device and cardio-pulmonary resuscitation.
- The dates on which they undertook and completed training in first aid and anaphylaxis management.
- The dates on which the current assessment notice (or VIT registration) was read by the licensee, primary nominee, or nominee currently present and in charge of the

service, the reference number of the notice and the expiry date of the notice, or the details of when the VIT register was checked.

- Letter of Responsible Person Designation

Relief and casual staff members

When relief or casual staff members are employed, appointed, or engaged to be responsible for the care or education of children at ANH@E, the House Manager must ensure that these staff members have a current assessment notice and meet the minimum training requirements.

This policy must be read in conjunction with the ANH@E policies:

- Early Learning - Determining the Responsible Person Present
- Early Learning – Recruitment, Employment, and Induction
- Early Learning - Anaphylaxis
- Early Learning - Administration of First Aid

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