

THE GOWRIE (QLD) INC

STAFF QUALIFICATIONS AND MONITORING PROCEDURES POLICY

CONSIDERATIONS:

QIAS	Quality Area 7
REGS	Child Care Regulation 2003, Reprint 3 November 2008

POLICY STATEMENT:

The Gowrie (Qld) is committed to the employment of qualified staff to care and educate children in their Services. Staff are supported and encouraged to reach their professional goals and obtain qualifications for their position or to aspire to different roles within the Organisation and the broader Early Childhood field.

RELEVANT FORMS/MATERIAL:

- Individual Professional Performance Appraisal Forms
- Study Register Sheet/ Progress Record Sheet

SOURCES:

- **Child Care Regulation 2003, Reprint 3 November 2008**
- **Department of Communities Amendments to the Child Care Regulation 2003 Data Sheet – accessed Nov 2008.**
- <http://www.communities.qld.gov.au/childcare/regulation-amendments/>
- **Qualifications Review Report – Department of Communities**
- **NCAC Quality Practices Guide Quality Area 7**
- **Teacher Qualification Recognition Form – relevant to the application of the KPP.**
<http://education.qld.gov.au/earlychildhood/docs/application-kindy-teacher-recognition.doc>

Reviewed : February 2011

Date to be Reviewed : February 2012

BACKGROUND INFORMATION

BACKGROUND	<p>Following the review of the qualifications provisions, the amendments to the Regulations will implement the first phase of recommendations arising from the Qualifications Review Report.</p> <p>The Gowrie (Qld) supports these findings and the inherent link between the quality of child care service provision, including the qualifications level of staff and the long term outcomes for children and families.</p> <p>The Regulations make mention and affect: period of time to enroll in a course; relevant areas of study and the monitoring of staff's progress in a course of study.</p> <p>To be eligible for government funding under the QKFS, there are certain criteria which a service must meet in order to be an 'approved kindergarten program provider'. One criterion is that the kindergarten program is delivered by a kindergarten teacher.</p> <p>To streamline the process for kindergarten providers to access this funding, and to enable individuals to more readily apply for employment, the Department will provide recognition of an applicant's qualification/s which meets the definition of a qualified early childhood teacher under this scheme.</p>
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IMPLEMENTATION

<p style="text-align: center;">At Commencement of Employment</p>	<ul style="list-style-type: none"> • All staff at the commencement of their employment with The Gowrie (Qld) Service or affiliate Service will be requested to supply a certified copy of their qualifications relevant to the position they have applied for. • Teachers will be asked to complete a Teacher Qualification Recognition Form available from the Office of ECEC or provide previous recognition information. • Staff will only be employed to a position should that qualify under Part 5 Division 3 Sec 112,113, 114 and 115 • If a person does not meet the above criteria the employment of such person can only be approved by the President/Executive Committee. • Under Part 6 Section 126^a the Director will manage the monitoring of staff's progress in their course of study.
<p style="text-align: center;">Monitoring the Progress of Staff</p>	<p>Staff will register their enrolled course with a Study register sheet which will list details of their course of study, commencement date and proposed finish date.</p> <p>The Director will then meet with each staff member and verify their course of study, ascertain any assistance required as well as practicum requirements that may be necessary.</p> <p>These staff will then be placed on a rotational assessment on a bi-monthly basis to monitor their progress and to also register completion of subjects and assignments.</p>