

As outlined in Division 4 and 5 of the *Education and Care Services National Regulations*, educators in centre-based services must hold or be 'actively working towards' an approved qualification (certificate III, diploma or early childhood teaching (ECT)) to be counted towards qualification and ratio requirements.

C&K may employ educators who are 'actively working towards' an approved qualification and this procedure notes the requirements to ensure that C&K is compliant with regulation 10 of the *Education and Care Services National Regulations*.

### Actively working towards a qualification

As detailed in the below table, an educator 'actively working towards' (studying towards) an ACECQA approved qualification (Certificate III, Diploma or Early Childhood Teaching Degree (ECT)), can be counted towards centre qualification requirements.

Certificate III Level	Diploma Level
<p>An educator can be counted towards meeting the certificate III level qualification requirements if they are:</p> <ul style="list-style-type: none"> <li>• enrolled in an approved qualification, <b>and</b></li> <li>• provide evidence* from the course provider that they:               <ul style="list-style-type: none"> <li>○ have commenced the course, <b>and</b></li> <li>○ are making satisfactory progress** towards completing the course, <b>and</b></li> <li>○ are meeting the requirements to maintain enrolment.</li> </ul> </li> </ul>	<p>An educator can be counted towards meeting the diploma level qualification requirements if they are:</p> <ul style="list-style-type: none"> <li>• enrolled in an approved diploma level or early childhood teaching qualification, <b>and</b></li> <li>• provide evidence* from the course provider that they:               <ul style="list-style-type: none"> <li>○ have commenced the course, <b>and</b></li> <li>○ are making satisfactory progress** towards completing the course, <b>and</b></li> <li>○ are meeting the requirements to maintain enrolment, <b>and</b></li> <li>○ hold an approved certificate III level qualification <b>or</b></li> <li>○ have completed the percentage of total units of study required for completion of an approved ECT qualification as determined by ACECQA.</li> </ul> </li> </ul>

\* Evidence may include confirmation of enrolment, letter of offer, academic transcript of units/modules completed, examination results or verified and dated letter from the course provider.

\*\* For the purpose of this procedure 'Satisfactory progress' is the completion of one or more units of study in a 6-month period.

C&K will regularly review and request updated evidence from the 'actively working towards' educator, depending on the circumstances – for example, annually or at the end of each study period (semester or trimester).

### Factors affecting 'satisfactory progress'

- C&K understand there are factors that may affect an educator's ability to make 'satisfactory progress' towards completing a qualification.
- An educator may defer their studies and still be considered actively working towards their qualification if they are maintaining the requirements listed in the table above. The educator must provide documentary evidence from the course provider, for example, a formal letter stating they are making satisfactory progress towards completing the course and meeting the requirements for maintaining enrolment.
- Course providers have formal policies for granting deferrals, including grounds for deferral (for example, personal or exceptional circumstances) and timeframes (for example, typically no longer than 12 months).
- Evidence of a deferral being granted to an educator must be provided to the relevant Director and copies emailed to the HR team ([hr@candk.asn.au](mailto:hr@candk.asn.au)) for filing. Records must be kept at the centre on the educator's personnel file.

### Permanent and Fixed Term Contract Educators

#### Process

Stage	Activity	Responsibility
Prior to employment offer/Change to higher level role	Email documentary evidence of the 'actively working towards' criteria (refer table on page 1) to the Talent Acquisition Team ( <a href="mailto:recruitment@candk.asn.au">recruitment@candk.asn.au</a> )	Educator
	Save documentary evidence of the 'actively working towards' criteria in the Educator's Staff Folder. Provide educator with a copy of this procedure	C&K Talent Acquisition
Within 2 weeks of commencing employment/change to higher level role	Provide documentary evidence of the 'actively working towards' criteria to the Centre Director	Educator
	Complete <i>Study Plan Form</i> (available on the C&K policy library) Note the educator's enrolment and study status and attach/file documentary evidence of course enrolment and progression to the <i>Study Plan Form</i>	Educator and Centre Director
	Provide educator with details of the C&K Education Assistance Program (i.e. <i>Education Assistance Procedure</i> ) if eligible (12 months' minimum service)	Centre Director
Mid-Year and End-of-Year	Provide documentary evidence of the 'actively working towards' criteria to Centre Director and the Human Resources Team ( <a href="mailto:hr@candk.asn.au">hr@candk.asn.au</a> )	Educator
	Review and update <i>Study Plan Form</i>	Educator and Centre Director
	Incorporate the Educator's study into the <i>Performance Planning and Review (PPR)</i> (i.e. professional development plan – goals, strategies and dates) process and document if the educator is 'actively working towards' a qualification required for their position	

- The 'actively working towards' educator must immediately notify their Centre Director if their course enrolment changes, updates to the *Study Plan Form* are required and/or unsatisfactory study progress is made.
- The Centre Director will:
  - Discuss, monitor and support the study progress of the 'actively working towards' educator;
  - Keep the 'actively working towards' Educator's *PPR* and *Study Plan Form* current and keep current documentary evidence at the Centre (personnel file) at all times.
  - Provide reasonable support and guidance to the 'actively working towards' educator to assist them to progress and complete their study.
  - Promptly liaise with their ECEM and C&K Human Resources to discuss appropriate action should the 'actively working towards' educator not be meeting the 'actively working towards' criteria.

### Relief Educators\*

#### Process

Stage	Activity	Responsibility
Prior to employment offer	Email documentary evidence of the 'actively working towards' criteria to C&K Talent Acquisition ( <a href="mailto:recruitment@candk.asn.au">recruitment@candk.asn.au</a> )	Educator
	Save documentary evidence of the 'actively working towards' in the Educator's Staff Folder Provide Educator with a copy of this procedure	C&K Talent Acquisition
Biannually	Provide documentary evidence of the 'actively working towards' criteria to their Centre Director and C&K Talent Acquisition ( <a href="mailto:recruitment@candk.asn.au">recruitment@candk.asn.au</a> )	Educator
	Review study progress	C&K Talent Acquisition

- The 'actively working towards' educator must immediately notify C&K Talent Acquisition if their course enrolment changes and/or unsatisfactory study progress is made.
- C&K Talent Acquisition will liaise with C&K Human Resources to discuss action if the 'actively working towards' educator is not meeting the 'actively working towards' criteria.

### Resources

- ACECQA Information Sheet – [Educators who are actively working towards a qualification.](#)