

Background

As outlined in Part 4.4, Division 4 of the *Education and Care Services National Regulations*, centre-based educators must hold, or be 'actively working towards' an [approved qualification](#). This procedure sets out the responsibilities of C&K (the Approved Provider) and the educator who is 'actively working towards' an approved qualification, to ensure compliance 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 Certificate III and Diploma qualification 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"> enrolled in an approved qualification, and provide evidence* from the course provider that they: <ul style="list-style-type: none"> have commenced the course, and are making satisfactory progress** towards completing the course, and are meeting the requirements to maintain enrolment. 	<p>An educator can be counted towards meeting the diploma level qualification requirements if they are:</p> <ul style="list-style-type: none"> enrolled in an approved diploma level or early childhood teaching qualification, and provide evidence* from the course provider that they: <ul style="list-style-type: none"> have commenced the course, and are making satisfactory progress** towards completing the course, and are meeting the requirements to maintain enrolment, and hold an approved certificate III level qualification or have completed units of study in an approved certificate III level qualification OR the percentage of total units required for completion of an approved ECT qualification as determined by ACECQA.

* 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.

Process

Permanent and Fixed Term Contract Educators

Stage	Activity	Responsibility
Prior to employment offer/Change to higher level role	<ul style="list-style-type: none"> Email documentary evidence of the 'actively working towards' criteria (refer table on page 1) to the Talent Acquisition Team (recruitment@candk.asn.au) 	Educator
	<ul style="list-style-type: none"> Save documentary evidence of the 'actively working towards' criteria in the Educator's Staff File and update relevant systems. Provide educator with a copy of this procedure 	C&K Talent Acquisition
	<ul style="list-style-type: none"> Provide documentary evidence of the 'actively working towards' criteria to the Centre Director 	Educator
Within 2 weeks of commencing employment/change to higher level role	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Provide documentary evidence of the 'actively working towards' criteria to Centre Director and the People Experience Team (hr@candk.asn.au) 	Educator
	<ul style="list-style-type: none"> Review and update <i>Study Plan Form</i> 	Educator and Centre Director
	<ul style="list-style-type: none"> 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 	

Relief Educators

Stage	Activity	Responsibility
Prior to employment offer	○ Email documentary evidence of the 'actively working towards' criteria to C&K Talent Acquisition (recruitment@candk.asn.au)	Educator
	○ Save documentary evidence of the 'actively working towards' criteria in the Educator's Staff File and update relevant systems.	C&K Talent Acquisition
	○ Provide Educator with a copy of this procedure	
Biannually	○ Provide documentary evidence of the 'actively working towards' criteria to C&K Talent Acquisition (recruitment@candk.asn.au)	Educator
	○ Review study progress	C&K Talent Acquisition

Factors affecting 'satisfactory progress'

- C&K recognises that personal or exceptional circumstances may impact an educator's ability to make satisfactory progress towards completing their qualification.
- Educators may defer their studies and still be considered 'actively working towards' if they continue to meet the requirements listed in the table above. Documentary evidence from the course provider (e.g. a formal letter confirming satisfactory progress and continued enrolment) must be supplied.
- Educational institutions have formal deferral policies, which outline valid grounds (e.g. personal or exceptional circumstances) and timeframes (typically up to 12 months).
- Evidence of an approved deferral must be provided to the relevant Director, with copies emailed to the People Experience team (hr@candk.asn.au) for filing. A copy must also be kept on the educator's personnel file at the centre.

Responsibilities

Nominated supervisors

- Discuss, monitor and support the study progress of the 'actively working towards' educator to assist them to progress and complete their study.
- Promptly liaise with their ECEM and People Experience Team to discuss appropriate action should the 'actively working towards' educator not be meeting the 'actively working towards' criteria.
- Ensure records for each educator are maintained including:
 - Relevant qualifications
 - Evidence of enrolment
 - Evidence of progress of study
 - [Study Plan Form.docx](#) completed by employee and will be reviewed and supported by Nominated Supervisor
 - All documents required for the [Staff Documentation Checklist Branch.docx](#) and [Staff schedule.docx](#)

Educators

- Immediately notify the Centre Director if their course enrolment changes, updates to the *Study Plan Form* are required and/or unsatisfactory study progress is made.
- Relief educators must immediately notify the Talent Acquisition Team if their course enrolment changes, updates to the *Study Plan Form* are required and/or unsatisfactory study progress is made
- Ensure records are provided and updated as required including:
 - Relevant qualifications
 - Evidence of enrolment
 - Evidence of progress of study
 - [Study Plan Form.docx](#) completed by employee and reviewed by Nominated Supervisor regularly
 - All documents required for the [Staff Documentation Checklist Branch.docx](#) and [Staff schedule.docx](#)

Talent Acquisition Team

- Ensure that new employees provide documentary evidence of the 'actively working towards' criteria (refer table on page 1) before employment offers are made
- Save documentary evidence to Staff Files and update relevant systems upon commencement
- Follow up with relief staff who are 'actively working towards' to ensure that they provide updated documentary evidence of the 'actively working towards' criteria at least every 6 months
- Take action to deactivate relief employees from accepting shifts until such time as they have provided the required documentation
- Liaise with the People Experience Team to discuss action if the 'actively working towards' educator is not meeting the 'actively working towards' criteria.

People Experience Team

- Provide advice to managers and employees about this procedure
- Follow up with educators who are 'actively working towards' to ensure that they provide updated documentary evidence of the 'actively working towards' criteria at least every 6 months
- Maintain Staff Files and update relevant systems as updated evidence is provided
- Escalate concerns regarding educators non-compliance with this procedure with the relevant Director and Early Childhood Education Manager for appropriate action

Relevant policy and procedure

- Rostering Procedure
- [Staff schedule.docx](#)
- [Staff Documentation Checklist Branch.docx](#)

Non-compliance

Employees, including relief educators, must comply with this procedure. Employees breaching this procedure without an approved reason will be subject to performance management in accordance with the *Disciplinary Action Procedure*.

Relief employees may be deactivated from receiving shifts until satisfactory evidence can be provided.

Resources

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