



School No: 2068 Established 1878

7.2 Employee Qualifications Monitoring



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC seeks to ensure that all employees enrolled or studying relevant qualifications are monitored and supported as they progress through their studies. This ensures that the service strives towards providing a suitably qualified level of staff.

Procedures

- All staff shall provide a certified copy of their certificate of enrolment in the approved course or other relevant documentation providing such evidence during their initial probation period or as otherwise required by legislation.
- This record shall be attached to an evidence of progress form and maintained in the employee's confidential file held at the service.
- The coordinator (or delegate) shall monitor and track the employee's progress through the course, particularly observing that the course will be completed within the required time frame being twice the scheduled course duration.
- The employee shall be required to submit a Statement of Progress / Result or other evidence such as a transcript to demonstrate appropriate completion of course components on a regular basis. (This information will be gathered every 6 months or as details are released from the Training Provider or Higher Education Institution).
- In the event that necessary progress through the course is observed by the coordinator to be delayed and or jeopardised for any reason then a meeting shall be scheduled between the employee and the Coordinator to discuss an appropriate course of action. Management will be informed of the outcomes of this discussion and shall have authority to approve the required course of action.
- The employee may jeopardise their ongoing employment at the service if they fail to meet the progress in study requirements or complete the course within the prescribed finishing period.

Relevant Laws and Regulations

National Law Section 161-163 National Regulations 137-152, 168 Quality Area 4, Element 4.1 Quality Area 7, Element 7.1

Relevant Policies

Employment of Staff

Staff Performance Monitoring and Management

Staffing Ratios

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025