



School No: 2068 Established 1878

## 9.11 Supervising Certificate



### Help for non-English speakers

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

As part of the Approved Provider obligations a Certified Supervisor must be nominated, in writing to the Regulatory authority, to be the Nominated Supervisor for the service. The Nominated Supervisor is delegated by the Approved Provider to be in charge of the day-to-day operations of the service.

### Procedures

The Nominated Supervisor of the service **MUST** hold a current Supervisor Certificate in accordance with the Education and Care Services National Law 2010 and Regulations 2011. A Supervisor Certificate allows the person to whom it is issued, with their written consent, to be placed in the day-to-day charge of an approved education and care service, either as the Nominated supervisor or when the Nominated Supervisor is absent from the service.

Application for a Supervisor Certificate may be made:

- In writing to the Regulatory Authority, including the prescribed fee
- By an individual over 18 years of age
- In the jurisdiction which they currently, or intend to, reside in.

Applicants for a Supervisor Certificate must satisfy the Regulatory Authority that they:

- Are a fit and proper person to be a supervisor of an education and care service
- Meet the prescribed minimum for qualifications, experience and management capability
- Management of the service will seek written consent from a designated Certified Supervisor to take on the role of the Nominated Supervisor for the service, as per legislated requirements for Service Approval.

### Relevant Law and Regulations

Children's Services Act 1996

Children's Services Regulations 2009

Educational and Care Services National Law Act 2010

Educational and Care Services National Regulations 2011

National Quality Standard for Early Childhood Education and Care for School Age Care

## Relevant Policies

Governance

Philosophy and Goals

Program Development and Conduct

Program Evaluation

Roles and Expectations of Staff

## Review Information

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