

Engagement and Registration of FDC Educators

Policy/Procedure Number: **QA4 - 2**

Policy/Procedure Requirement: National Quality Standards 4 & 7; Regulations 169

Policy Statement

The Service will provide a fair and transparent process for the recruitment and selection of Educators.

Rationale

This Policy is designed to ensure the Service recruits and registers Educators who understand and able to meet children's needs and provide a high standard of education and care. Hence, the application of the Selection Procedure for new Educators who have no, or little prior experience will be much more rigorous than an experienced Educator with strong references.

Strategies and Practices

The procedures are developed to be applied in full, for applicants with no prior experience as an FDC Educator. In case of an FDC Educator who is currently working with or have until recently been working with a FDC service, a more flexible approach will be adopted taking into account the qualifications and experience of the Educator, and the reputation and quality rating (where applicable) of the service.

Responsibilities of the Service:

The Service will:

Upon initial contact with the applicant:

- Gather the following information:
 - Personal details – name, address, date of birth, contact details to ensure the applicant is over the age of 18 years and eligible to work in Australia. Obtain proof of identity and residing address
 - Qualifications - ensure the applicant has a minimum **Certificate III in Child Care** and previous experience Working With Vulnerable People. The applicants must also:
 - have a current **First Aid certificate** and training in Anaphylaxis and Asthma management (e.g. HLTAID012) before being registered with the Service
 - provide a completed and signed medical report from a certified medical practitioner stating suitability to fulfil the requirements of an approved Educator
 - Details of family or household members living in the residence, including the number and age of any children
- Provide the following information:
 - Overview of FDC
 - Numbers of children the applicant could provide care for
 - Possible income earning potential
 - What the Service offers Educators to assist with their business operation
 - Overview of Information the Service will forward to the applicant, including home assessment documentation

- Information about meeting ACT Government requirements; and if the applicant is renting their proposed FDC residence, then notify them of the requirement to obtain homeowner permission
- Provide introductory information to the applicant which includes:
 - Introduction to the Service
 - Overview of FDC
 - Application process
 - Criteria for Service Registration including all qualification requirements
 - Genesis FDC Service policies & procedures
 - National Quality Framework and the ACECQA website details, and
 - **FDC Educator Application Form** to be returned to proceed with the application

On receipt of the Educator Application Form the Service will:

- Arrange for an interview either face-to-face at the applicant's residence or at the Service's principal office
- Cover the following information in one or more interviews:
 - Elaborate on information provided at initial contact - their understanding of education and care of young children in a learning environment
 - Possible income
 - Business, financial and taxation responsibilities
 - Establishment costs including, but not limited to, the following documentation:
 - Working With Vulnerable People Check (WWVP)
 - Assessment of overseas qualification costs
 - First Aid and other training costs
 - Medical Clearance
 - Business rate of vehicle registration
 - Small business set up costs
 - Public Liability Insurance (minimum \$10 million)
 - Child Accident Insurance (where not included in Public Liability Insurance)
 - Vehicle child restraints
 - Vehicle child restraint check
 - Toys, equipment, resources and publications (Refer to supporting documentation)
 - Modifications to premises to meet Service requirements (e.g. glass windows/doors)
 - FDC Service registration and membership fees
 - Regulation requirements including home and safety requirements, home safety audit checklist, self-assessment/audit by Service Staff
 - Training and orientation requirements
 - Own family and household members – impact, responsibilities and ensuring a protective environment for the children is maintained
 - Requirements for operating a FDC Service - written records, observations
 - Requirement to complete a recognised and accredited food safe course
 - Play session visits and/or experienced Educator/mentor information

Fit and Proper Assessment

- Applicant to submit the '**FDC Educator Application Form**' for the Service to determine if the applicant meets the 'fit and proper' criteria (Refer to Policy - *Assessment of FDC Educators and Persons Residing at FDC Residences*)
- The Educator Application requires information on whether the Educator has been **registered with another FDC service** and whether they have been **subject to any investigation** or compliance action
- If the applicant meets the Service's requirements, the applicant may be directed to attend a FDC Educator's residence and/or a play session for observation/ assessment by the FDC Service
- If the applicant does not meet the Service requirements, a letter will be sent to the applicant informing them that their application has not been successful, and the process will cease

Final Educator Registration Check

- The Service undertakes a final Educator registration check and ensures the registration documentation and approval checklists are completed to ensure the applicant meets the Service requirements with regard to the following (but not limited to):
 - Home environment
 - Fit and proper person
 - Current Level 2 First Aid certificate and training in Anaphylaxis and Asthma management
 - A completed and signed medical report from a certified medical practitioner stating suitability to fulfil the requirements of an approved Educator
 - Professional reference checks
 - Have a business rate of vehicle registration if using a vehicle other than own vehicle
 - Use appropriate vehicle child restraints
 - Have a vehicle child restraint check
- FDC Service policies are provided to the applicant
- The applicant introduces their family members and any other residents to the Coordinator

Approval and Registration as an Educator

- The Service accepts the applicant's membership, conditional on the Service's requirements for setup being met and orientation undertaken
- All new Educators are registered for a **period of 12 months or less** (i.e., all initial registrations are valid to 30 June of the current or following year) and after that the registration is renewed for 12 months subject to successful completion of the annual assessment and **compliance record**
- If an Educator takes leave for a period of **3 months or more**, their registration is cancelled and on return have to be re-registered after submitting a police clearance and assessment of the FDC residence
- The Service provides orientation to the new Educator covering the following (but not limited to):
 - Service's Policies and Procedures
 - Early Childhood Australia (ECA) Code of Ethics

- EYLF and development/ implementation of educational programs and learning assessments
- Overview of the National Regulations and National Quality Standards
- Regulatory obligations and governance
- Risk assessment
- Occupational health and safety
- Child Protection Procedures
- Excursions and regular outings
- Health, safety and nutrition of children
- Interactions with children
- Child development and behaviour management
- Communication and relationships with families
- Initial support contact as per the Service's procedure for new Educators is implemented

Ongoing Monitoring

- Identify areas of development needs and provide support and assistance to undertake their role as FDC Educator in providing high quality education and care
- Keep the Educators informed of changes to National Law and Regulations and EYLF/NQS
- Conduct Working With Vulnerable People Check on all Educators, family members and residents in the Educator's home over the age of 18 every five years (or if and when there are new persons residing at the residence)
- Provide a probationary period of three months during which increased home visits and one to one support is provided
- Conduct formal home safety checks prior to registration, and annually, ensuring that Educators maintain requirements
- Continually review recruitment, selection and screening procedures in line with best practice

Resources and Further Readings

- ACECQA (2023) Guide to the National Quality Framework
- ACECQA (2023) Policies and procedures guidelines: *Engagement or registration of FDC educators policy and procedure guidelines*
- ACECQA (2023) Information Sheets
- Education and Care Services National Law Act 2010 (Amended 2023)
- Education and Care Services National Regulations (Amended 2023)
- ACECQA National; Quality Framework Resource Kit (www.acecqa.gov.au)
- Early Years Learning Framework (EYLF)

Related FDC Policies, Procedures & Documents

- Educator Compliance Checklist
- Educator Early Childhood Qualifications
- First Aid Certificate (HLTAID012)
- Safe Sleep Training (Valid 1 Year)
- Child Protection Certificate (Valid 2 Years)

Last Reviewed: October 2025

Next Review: October 2026