

LA TROBE UNIVERSITY
COMMUNITY CHILDREN'S CENTRE

QUALIFICATION AND TRAINING STATEMENT

All Primary Contact Personnel at La Trobe University Community Children's Centre must have undertaken formal Early Childhood Studies.

When appointing staff at La Trobe University Community Children's Centre the following criteria is used:

- A minimum of 1 staff member to be a teaching staff member 'Division 3–Qualifications and Training (Children's Services Regulations 2009).' This is a stated minimum requirement the Centre places a high importance on positive learning environments for children and does and will continue to appoint over and above this stated minimum requirement where possible.
- Section Heads are required to have a minimum of two years full-time studies as recognised in the 'Division 3–Qualifications and Training (Children's Services Regulations 2009).'
- Assistants in each Section are required to have completed a minimum of one year part time study (Certificate III in Children's Services) or its equivalent as recognised in the 'Division 3–Qualifications and Training (Regulation 60 Minimum Training, Children's Services Regulations 2009).'
- All staff are required to hold current first aid and anaphylaxis management training (Regulation 63- Children's Services Regulations (2009)). **Note:** First aid qualifications are not valid if CPR training is not undertaken annually.
- All staff at this Centre will on appointment be required to provide a criminal history notifications check. This check must have been issued within the 6 months immediately before commencing at the Centre (Regulation 69- Children's Services Regulations (2009)).
- All staff at this Centre will on appointment be required present a current assessment notice before that person becomes an employee or otherwise engaged as a staff member of the children's service (Regulation 70- Children's Services Regulations (2009)).

Note: It is an offence under section 35 of the **Working with Children Act 2005** to engage a person in child related work if the person does not have a current assessment notice. This includes volunteers and visiting early childhood intervention staff.