



## **STAFF RECRUITMENT & INDUCTION POLICY EARLY YEARS EDUCATORS**

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### **Best Practice – Quality Area 4**

#### **PURPOSE**

This policy will provide guidelines for recruiting and Inducting staff at Shine Bright EYM, including:

- establishing procedures and guidelines for recruitment and induction.
- to ensure that all recruitment and selection processes are based on procedures that are fair to all applicants and selection decisions are made on the basis of merit and the selection criteria
- merit principles ensure that applicants are selected on the basis that they have the skills, experience and qualifications required to perform the position.
- to ensure that successful applicants will be the most appropriate addition to existing staff teams and Shine Bright EYM
- to ensure that induction processes are clear and comprehensive.
- this policy should be read in conjunction with the following service policies:
  - Staffing Policy
  - Code of Conduct Policy
  - Determining Responsible Person Policy

#### **POLICY STATEMENT**

##### **1. VALUES**

Shine Bright EYM is committed to:

- complying with current legislation in relation to the employment of staff, including the Equal Opportunity Act 2010, Fair Work Act 2009 and the Working with Children Act 2005.
- employing educators with a range of relevant qualifications and experience to provide a quality educational program that meets the needs of children and families in the community
- employing educators according to policy and funding requirements

##### **2. SCOPE**

This policy applies to the Approved Provider and may include the Educational Leader.

##### **3. BACKGROUND AND LEGISLATION**

###### **Background**

Shine Bright EYM values our Early Years Educators. In a climate of shortage of appropriately qualified educators Shine Bright EYM supports opportunities for our current educators to progress, through further study, on a career path towards more qualified positions within our organisation.

Research has demonstrated that the employment of appropriately-qualified staff in early childhood services is a key contributor to the delivery of quality programs and better learning outcomes for

children. “Those with higher qualification levels and standards of training are better equipped to provide improved learning environments and mentor educators in quality practices, leading to better outcomes for children” (*Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*). The Australian Government has acknowledged this by legislating minimum qualification requirements for all educators working in early childhood education and care services. Eligibility for services to receive funding also includes requirements for staff to hold specific qualifications (*Victorian kindergarten policy, procedures and funding criteria – refer to Sources*).

A current list of approved qualifications is available on the Australian Children’s Education and Care Quality Authority (ACECQA) website (refer to *Sources*). Applications can also be made to ACECQA to determine if other qualifications (such as those gained overseas) entitle the individual to work as an early childhood teacher, diploma-level educator or certificate III level educator. Application forms are available on the ACECQA website and a fee is required for processing an application.

### **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010: Sections 12, 13, 14, 161, 162, 169
- Education and Care Services National Regulations 2011: Regulations 16, 46, 47, 48, 49, 118, 120, 121–123, 125–126, 129–135, 136, 137–143, 358, 364
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009
- Information Privacy Act 2000 (Vic), as amended 2011
- National Quality Standard, Quality Area 4: Staffing Arrangements
  - Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing
    - Element 4.1.1: Educator-to-child ratios and qualification requirements are maintained at all times
  - Standard 4.2: Educators, co-ordinators and staff members are respectful and ethical.
    - Element 4.2.1: Professional standards guide practice, interactions and relationships.
    - Element 4.2.2: Educators, co-ordinators and staff members work collaboratively and affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships.
  - Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community.
    - Element 7.1.2: The induction of educators, co-ordinators and staff members, including relief educators, is comprehensive.
- *Privacy Act 1998* (Cth), as amended 2011
- Working with Children Act 2005 (Vic)
- Working with Children Regulations 2006 (Vic)

### **4. DEFINITIONS**

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Regulatory Authority, National Law, National Regulations etc. refer to the *General Definitions* section of this manual.

**Actively working towards:** An educator who is enrolled in a course for a qualification and provides the Approved Provider with documentary evidence of their commencement in the course, their satisfactory progress towards completion of the course and ongoing evidence that they are meeting all the requirements to maintain their enrolment. Educators who are ‘actively working towards’ an approved diploma-level qualification must also hold an approved certificate III level education and care

qualification or have completed the mandatory units of study in an approved certificate III level education and care qualification as determined by the national authority (ACECQA).

**Certified Supervisor:** An educator with a Supervisor Certificate (in accordance with the National Regulations) who may consent to being placed in day-to-day charge of the education and care service. The designation must be made by the Approved Provider or the Nominated Supervisor and accepted in writing by the Certified Supervisor. A Certified Supervisor placed in day-to-day charge of a service does not have the same responsibilities under the National Law as the Nominated Supervisor. Applications for Supervisor Certificates are assessed by the Regulatory Authority.

**Early childhood teacher:** A person with an approved early childhood teaching qualification. Approved qualifications are listed on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Educator:** An individual who provides education and care for children as part of an education and care service.

**Educational Leader:** The Approved Provider of an education and care service must designate, in writing, a suitably-qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of educational programs at the service (Regulation 118). This person must have a thorough understanding of the *Early Years Learning Framework* (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in the implementation of their practice.

**Working with Children (WWC) Check:** The check is a legal requirement for those undertaking paid or voluntary child-related work in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC Check card, notice or document (valid for five years), is granted to a person under working with children legislation if:

- they have been assessed as suitable to work with children
- there has been no information that, if the person worked with children, they would pose a risk to those children
- they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

Educators who have VIT registration are not required to also have a WWCC

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Children's Education and Care Quality Authority (ACECQA):  
[www.acecqa.gov.au](http://www.acecqa.gov.au)
- National Early Years Learning Framework:  
<http://education.gov.au/early-years-learning-framework>
- Victorian Early Years Learning and Development Framework:  
<http://www.education.vic.gov.au/childhood/providers/edcare/pages/veyladf.aspx?Redirect=1>
- Victorian kindergarten policy, procedures and funding criteria:  
<http://www.education.vic.gov.au/Documents/childhood/providers/funding/kinderpolicycriteria.pdf>
- Working with Children Check unit, Department of Justice – provides details of how to obtain a WWC Check:  
[www.justice.vic.gov.au/workingwithchildren/](http://www.justice.vic.gov.au/workingwithchildren/)

### Service policies

- Administration of First Aid Policy
- Anaphylaxis Policy
- Asthma Policy
- Child Safe Environment Policy

- Code of Conduct Policy
- Curriculum Development Policy
- Delivery and Collection of Children Policy
- Determining Responsible Person Policy
- Inclusion and Equity Policy
- Interactions with Children Policy
- Privacy and Confidentiality Policy
- Supervision of Children Policy

## **RECRUITMENT PROCEDURES**

### **Shine Bright EYM as Approved Provider is responsible for:**

- Determining the most suitable Educator for the position which may include offering existing staff changes to contracts and/or rosters. Which could include but is not limited to; additional hours, changing from short term to permanent positions, and change of position and/or service.
- Co-ordination of all recruitment and employment processes.

### **Position Descriptions and Selection Criteria**

Shine Bright EYM has developed Position Descriptions which outline the position objectives, roles and responsibilities, and other conditions for teaching and assistant Early Years Educator positions available within Shine Bright EYM.

Selection Criteria which include such things as: essential qualifications and training required to perform the position, (As listed on the ACECQA website) relevant skills and knowledge, personal qualities and abilities; previous work experience in early years services.

(Position Descriptions and Selection Criteria available on the Shine Bright EYM website)

### **Advertising:**

Where a vacancy becomes available within Shine Bright EYM for an early years educator for which it is determined that a suitable educator does not already exist, Shine Bright EYM will advertise this position internally and/or externally. In some specific circumstances existing educators may be offered changes to their contract to best meet the needs of the organisation.

### **Internal Advertising**

Positions may be advertised internally and employees are encouraged to apply for suitable roles. Such positions will be advertised in the staff newsletter and/or advised via email and posted on the Shine Bright EYM website.

### **External advertising**

Positions may also be advertised externally on Seek and ELAA websites, in the appropriate local and/or State newspapers in Positions Vacant Classifieds. These positions will also be advertised in the Shine Bright EYM staff newsletter and on the Shine Bright EYM website

### **Short listing**

Applicants must be considered against the selection criteria and Shine Bright EYM Vision, and Mission Statements, and Core Purpose and Values, (Attachment 1) and should not subsequently be rejected on any grounds that may be considered to be discriminatory. Each applicant will be evaluated in a consistent manner.

### **Interviews**

It is recommended that the interview panel consists of at least one Shine Bright EYM Central Office representative and where deemed appropriate an Early Years Advisor and representative (Nominated Supervisor/Educational Leader) from the relevant service. Interview questions are based on the selection criteria and developed to give the applicant the best opportunities to share their passion and their knowledge and experience. Applicants are emailed the interview questions prior to the interview to give the best opportunity for them to fully reflect on their responses.

**Personal information collected about unsuccessful applicant will be destroyed at the completion of the process unless they have provided permission to keep such information (for example, consent may be given to be considered for future similar roles). For successful applicants, any documents created will form part of the employee's personnel file.**

### **Selection/ Reference Checking**

At the conclusion of the interview process the panel will prioritise the short list of applicants for the position/s.

As part of the selection process, Shine Bright EYM will conduct three professional reference checks with referees supplied by the applicant in their job application.

### **Making an Offer**

Shine Bright EYM Early Years Advisors will make all offers of employment and once the applicant has accepted, a letter of offer will be sent along with associated documentation.

Unsuccessful applicants will then be contacted. Interviewees will receive a phone call followed by a letter and all other unsuccessful applicants will be sent a letter advising them that they have been unsuccessful and the position has been filled.

### **INDUCTION PROCEDURES**

Shine Bright EYM welcomes new early years educators, all educators are required to complete induction. Induction information can be found on the Shine Bright EYM website under EC careers, or by contacting the office.

Induction is a staged approach:

Stage 1. Online Induction – Shine Bright EYM Policy and Child Protection Protocol

Stage 2. Employment Pack (formally called Relief Pack)

Stage 3. Induction DVD

Stage 4. Orientation to the service – for relievers (first time at the service.)

Stage 5. Orientation to the service – new permanent staff

The induction process is to be followed using the Induction Checklist (Appendix 2.), which must be forwarded to Shine Bright EYM office upon completion.

### **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly accept feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the Shine Bright EYM management policy review cycle, or as required

### **ATTACHMENTS**

- Attachment 1: [Mission Statement](#)
- Attachment 2: [Full Shine Bright EYM Employment Pack](#)

### **AUTHORISATION**

This policy was adopted by the Approved Provider of Shine Bright EYM ON 16 April 2014

**REVIEW DATE: May 2018**