

# PROCEDURES TO MAINTAIN REGISTERS POLICY

Lowanna College: School Number 01-8821

## Rationale:

In order to comply with Department of Education and Training (DET) standards and requirements, schools are required to maintain a number of staff registers. These are related to training, qualification and suitability for employment to undertake certain duties.

## Aims:

- To outline the procedures for recording, monitoring and updating of staff qualifications;
- To provide supporting documentation to staff regarding in the identification of suitably qualified colleagues when planning incursions, excursions and camps.

## Implementation:

### 1. Register of All Staff

- a. Through CASES21 and/or eduPay, Lowanna College will keep an electronic register of qualifications of all Teaching and Education Support (ES) staff;
- b. Each year, the General Office will provide all teaching and ES staff an opportunity to update their personal details and qualifications, to then be electronically recorded on their behalf on CASES21 and/or eduPay.
- c. Original copies of all documentation will be placed in the staff member's personnel file.

### 2. Victorian Institute of Teaching (VIT) Registration

- a. Current registration is required by all teacher and principal class members, including casual relief teachers;
- b. It is the responsibility of the Human Resources Coordinator to ensure that prior to employment, all prospective and new employees are compliant with VIT registration;
- c. It is the responsibility of each teacher and principal class member to ensure that their registration is current. This information can be accessed by visiting MyVIT at <http://www.vit.vic.edu.au>
- d. Any teacher or principal class member whose registration lapses or is suspended will be removed from their duties as they have no registration to teach and may have no current Working With Children (WWC) check.
- e. Provisionally registered teachers must meet the VIT requirements to gain full registration within the time frame set out by the VIT.

### 3. Working With Children (WWC) Check

- a. A current satisfactory Working With Children check E (Employment) is required by all ES staff, including casual ES Staff and any workers based at Lowanna College (even if not employed by the College, such as regional staff). A current satisfactory Working With Children check V (Volunteer) is required by those volunteers whose work is unsupervised by classroom teachers;
- b. It is the responsibility of the Human Resources Coordinator to ensure that prior to employment, any prospective new employees are compliant with their WWC check. If a person is registered with the VIT, this replaces the requirement for a WWC check;
- c. WWC checks are valid for 5 years from the date of issue. It is the responsibility of each ES staff member and other workers and volunteers to ensure that their registration is current. This information can be accessed by visiting <https://online.justice.vic.gov.au/wwccu>

- d. Eight weeks prior to the WWC check expiring, a pre-populated renewal application form will be sent to the cardholder;
- e. Any worker or volunteer who does not have a current satisfactory WWC check will be removed from their duties.

#### **4. First Aid Qualifications**

- a. As per the Lowanna College First Aid Policy and Procedures, a register of staff trained in 'Level 2 First Aid' (or 'Provide First Aid') will be maintained to ensure Lowanna College has an adequate number of first aid trained staff, inclusive of current cardiopulmonary resuscitation (CPR) qualifications;
- b. The designated Lowanna College First Aid Officer is responsible for maintaining records of expiry dates and the level of attainment for:
  - i. First Aid Training;
  - ii. CPR;
  - iii. Anaphylaxis training
- c. A copy of all First Aid qualifications is placed in the staff member's personnel file.

### **Evaluation:**

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by College Council on 15 August 2016.