

8.12 Employee Qualifications – Monitoring Progress Policy

The service seeks to ensure that all employees enrolled and studying towards relevant qualifications are monitored and supported as they progress through their studies. This ensures that the service strives towards providing a suitably qualified level of educators.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Queensland Parent & Citizens Associations Award 2016, National Employment Standards.*
- *National Quality Standard, Quality Area 4 – Staffing Arrangements; 7.2 Effective leadership builds and promotes a positive organizational culture and professional learning community*
- *Policies: 2.3 – Educator Ratios, 8.3 – Recruitment and Employment of Educators, 8.4 – Educator Professional Development and Learning, 8.8 – Employee Performance Monitoring, Review and Management, 10.1 – Quality Compliance.*



Procedures

Employees recruited as qualified staff, shall provide the service with certified copies of their certificate of accredited and approved training, or, of enrolment in an approved course and available transcripts of coursework as completed.

Records shall be attached to a study monitoring form and maintained in the employee's confidential file held at the service.

The employer's representative (Operations Manager or Coordinator) shall monitor and track the employee's progress through the course, particularly observing that the course will be completed within the required time frame being twice the scheduled course duration.

The employee shall be required to submit a statement of progress, result or other evidence such as a transcript, to demonstrate completion of course components regularly. This information will be gathered every 6 months or as details are released from the training provider or higher education institution.

If necessary progress through the course is observed by the Coordinator to be delayed and/or jeopardised for any reason, then a meeting shall be scheduled between the employee to discuss an appropriate course of action. Management will be informed of the outcomes of this discussion and shall have authority to approve the required course of action.

The employee may jeopardise their ongoing employment at the service if they fail to meet the progress in study requirements or complete the course within the prescribed finishing period.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	23.06.2021	21.02.22

		13.02.2024	March 2024
		February 2026	February 2026