# Temporary Staffing Waiver

# Self Assessment Checklist

#### Education and Care Services National Law (WA) Act 2012

#### Education and Care Services National Regulations 2012 (WA)

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| **Education and Care Service Details** |  | | |
| 1.1 Name of service |  | | |
| 1.2 Location of service |  | | |
| 1.3 Service approval number |  | | |
| 1.4 Name of approved provider |  | | |
| 1.5 Provider approval number |  | | |
| 1.6 Service Type | OSHC | Long day care | |
| 1.7 Approved maximum number of children |  |  | |
| 1.8 Service operating hours |  |  | |
| **Person in charge** |  | | |
| 1.9 Name of nominated supervisor or responsible person |  |  | |
| This is the person who will be responsible for ensuring the staffing contingencies detailed in this plan are implemented effectively on a day-to-day basis | Given name | Surname | |
| 1.10 Position title of person in charge |  | | |
| **Temporary waiver** |  | | |
| 1.11 Application type | Waiver – Reg 126 |  | |
|  | Waiver – Reg 130-135 | | |
|  | Other |  | |
| 1.12 Date self-assessment was completed | Click or tap to enter a date. | |  |
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| **Self-assessment questions** | **Yes** | **No** | **What evidence have you provided to support this statement?** |
| Has the service assessed the current staff qualifications to determine if a waiver is required?  Have you reviewed the ACECQA approved qualification list when assessing the staff qualifications to determine if they hold a recognised or previously assessed qualification? |  |  | [Check](https://www.acecqa.gov.au/qualifications/nqf-approved) approved qualifications on the ACECQA website. |
| Has the service engaged in ongoing advertisement for recruitment of staff roles? |  |  | i.e., current and past advertisements – no older than 3 months and should not be social media-based advertising only. |
| Has the service contacted recruitment agencies to support recruitment of staff roles? |  |  | i.e., email or other written communications between service and recruitment agencies, or a statement from the approved provider detailing which agencies they contacted and the outcome of these attempts. |
| Has the service had unsuccessful recruitment attempts? |  |  | i.e., information on unsuitable applicants, attempts to upskill/train current staff. |
| Has the service reviewed staff rosters and attendance records to assess if the service can meet the regulations using alternative staffing arrangements? |  |  | Please complete the relevant table below. |
| **Waiver application for ECT**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Requested information | Mon | Tues | Wed | Thurs | Fri | | Number of children attending |  |  |  |  |  | | ECTs required to comply with regulations |  |  |  |  |  | | Number of ECTs currently employed (excluding agency relief) |  |  |  |  |  | | | | |
| Has the service considered how they will provide mentoring and support to individuals being regarded as an ECT?  *\**Applicable for temporary waivers for regulations 130-135 |  |  | i.e., professional learning plan, mentoring plan, access to experienced educators. |
| **Waiver application for qualified educator**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name of educator/s to work in the place of a qualified educator: | | | | | | | Requested information | Mon | Tues | Wed | Thurs | Fri | | Number of children attending |  |  |  |  |  | | Number of qualified educators currently employed (excluding agency relief) |  |  |  |  |  | | | | |
| **Self-assessment questions** | **Yes** | **No** | **What evidence have you provided to support this statement?** |
| Has the service considered how they will provide mentoring and support to educators being regarded as diploma qualified or being regarded as holding an approved qualification for working with school age children?  *\**Applicable for a temporary waiver for regulation 126 |  |  | i.e., professional learning plan, mentoring plan, access to experienced qualified staff. |
| Has the service considered the educator/s experience and/or other relevant qualifications? |  |  | Provide a current resume of the educator/s named to work in the place of a qualified educator. |
| Has the service considered how they will ensure the health, safety and wellbeing of children is not impacted for the duration of the temporary waiver? Please detail steps to be taken below. | | | |
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| Has the service considered how they will ensure that the program development and implementation is not impacted for the duration of the temporary waiver? Please detail steps to be taken below. | | | |
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## More information

Please contact the Education and Care Regulatory Unit if you would like to discuss your service’s staffing arrangements and the requirements of the National Regulations.

* **Web:** [www.communities.wa.gov.au](https://www.wa.gov.au/organisation/department-of-communities)
* **Email:** ECRU@communities.wa.gov.au
* **Phone:** 08 6277 3889 or 1800 199 383 (Freecall)

Additional information can also be accessed on the [ACECQA](https://www.acecqa.gov.au/) website.

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