

Purpose

In order to comply with DET standards and requirements *Mildura Senior College & Mildura English Language Centre (College)* will maintain the registers in relation to training, qualification and suitability of employment. Registers include the *MSC Training Register* and the *Staff VIT WWC Register*.

Aim

- To provide a system for the recording, monitoring and updating of staff qualifications and suitability of employment.
- To provide documentation to assist The Teacher in Charge in the identification of suitably qualified staff when planning incursions, excursions and camps.

Definitions

DET: Department of Education & Training

VIT: Victoria Institute of Teaching

WWC: Working with Children Check

Responsibilities

The College will:

- Identify all staff and volunteers who require either a Working with Children check or a VIT registration.
- Ensure existing staff and volunteers are informed of these requirements.
- Ensure prospective staff and volunteers have passed a WWC &/or VIT registration before commencement.
- Ensure suitable monitoring procedures are in place to ensure staff members and volunteers have a valid WWC check or a VIT registration at all times.
- Update College registers with WWC & VIT details.
- Photocopy all WWC & VIT cards, these will be filed on the staff member's personnel file.

Implementation

Register of all staff

The College will maintain the following electronic registers, *MSC Training Register* and a *Staff VIT WWC Register*, including the following qualifications of both Teaching and Education Support staff:

- WWC details (including staff names, registration numbers and expiry dates).
- VIT details (including staff names, registration numbers, type of registration and expiry dates).
- Dates for renewal of qualifications (e.g. OHS eLearning modules, first aid & other training)

Victorian Institute of Teaching Registration

- Current registration is required by all Teacher and Principal Class members, including Casual Relief Teachers.
- It is the responsibility of the Human Resources Manager to ensure prior to employment, that all prospective new employees are compliant with VIT registration.
- It is the responsibility of each Teacher and Principal Class member to ensure that their registration is current. <http://www.vit.vic.edu.au>
- 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 WWC.
- Provisionally registered Teachers must meet the VIT requirements to gain Full Registration within the time frame set out by the VIT.
- Teaching staff must provide a copy of their current VIT card to the Human Resource Manager. This will be photocopied and kept on their personnel file. Currency of VIT registration is proof of current Working with Children Check and Police Check.
- Teaching staff must notify the Principal and Human Resource Manager if there has been a relevant change in circumstances affecting their registration, for example, if they have been charged or found guilty of a new relevant offence.

Reviewed date:	27.02.2020	Review #	1	Page #	1
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Working with Children Check

- A current satisfactory Working with Children Check E (Employment) is required by all Education Support (ES) Staff, including Casual ES Staff and any other workers based at our the College (even if not employed by the College such as the Regional Staff, Stars Foundation, Clontarf Academy, TAFE & Chaplaincy Staff).
- A current satisfactory Working with Children Check V (Volunteer) is required by those volunteers whose work is unsupervised by classroom teachers.
- The ES Staff members, other workers or volunteers must provide a copy of their current WWC card to the Human Resource Manager. This will be photocopied and kept on their personnel file.
- It is the responsibility of the Human Resources Manager to ensure prior to employment that any prospective new employees are compliant with their WWC Check. (Note: if a person is registered with the VIT this replaces the requirement for a WWC Check).
- 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.
<https://www.workingwithchildren.vic.gov.au>
- Any ES Staff members, other workers or volunteers who do not have a current satisfactory WWC will be removed from their duties.

First Aid Qualifications

- Only staff sufficiently trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control procedures will be nominated as a First Aid Officer.
- The *MSC Training Register* will be monitored and updated with staff First Aid, Asthma and Anaphylaxis qualifications.
- The Principal or Nominee is responsible for providing information to a designated staff members regarding the expiry date and the level of attainment for:
 - CPR
 - First Aid Training
 - Asthma Training
 - Anaphylaxis Training
- The Principal or Nominee will check the currency of these qualifications at the beginning of each Semester. Staff whose qualifications expire in the next Semester are notified.
- A copy of all First Aid qualifications will be placed in the staff member's personnel file.
- The College schedules First aid training sessions twice yearly.

Occupational Health & Safety Competencies

- The *MSC Training Register* will be monitored and updated with staff OH&S competencies.
- The Principal or Nominee is responsible for providing information to a designated staff member regarding the expiry date and the level of attainment for:
 - OH&S training modules
 - Mandatory reporting
 - Ergonomics
 - Manual Handling
 - Hazard and Incident Reporting
 - Slips, Trips and Falls
 - Safe Work Driving

Reviewed date:	27.02.2020	Review #	1	Page #	2
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Resources

This policy should be read in conjunction with the following Department polices and guidelines:

- School Policy and Advisory Guide:
 - [Working with Children Check](#)
 - [Volunteers & Visitors](#)
 - [Suitability for Employment](#)
 - [Child Safe Standards](#)
- <https://www.workingwithchildren.vic.gov.au>
- <https://www.vit.vic.edu.au>

The following College policies are also relevant to this Policy:

- 1.01 Anaphylaxis Management Policy
- 1.12 Duty of Care Policy
- 1.15 First Aid Policy
- 1.22 Volunteer Policy

Review and Evaluation

<i>Ratified by:</i>	<i>SOP</i>	<i>Ratified date:</i>	-
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>27.02.2020</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>3 – 4 Years</i>
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