

# Murrayville Community College :

## Procedures to Maintain Registers

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### Rationale

In order to comply with DEECD standards and requirements the school will maintain the following Registers in relation to training, qualification and suitability of employment to undertake certain duties:

### Aim

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

### Implementation

#### Register of all staff

The College will keep an electronic and hard copy Register of the following qualifications of Teaching and Education Support Staff.

- The Register will include dates for renewal of qualifications.
  - A hard copy of the Register will be kept in a secure location in the administration offices.
  - An electronic copy will be available on the Admin Server.
  - Original copies of all documentation will be kept in a Registration Folder in a secure location.
- **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 Coordinator 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. This information can be accessed by visiting MyVIT at

<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 WCC.

Provisionally registered Teachers must meet the VIT requirements to gain Full Registration within the time frame set out by the VIT.

- **Teachers' Qualifications**

The school maintains an electronic register of teachers' qualifications including methodologies (subject areas) that each teacher is qualified to teach. This register is updated when new teachers are hired and when a teacher re-trains or updates their qualifications.

Certified copies of each teacher's academic transcript are retained in a hard copy register.

- **Working with Children Check:**

A current satisfactory Working with Children Check E (Employment) is required by all Education Support Staff, including Casual ES Staff and any workers based at our College (even if not employed by the College such as the CRE Instructors, Regional Staff). A current satisfactory Working with Children Check V (Volunteer) is required by those volunteers whose work is unsupervised by classroom teachers.

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It is the responsibility of the Principal/Business 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. This information can be accessed by visiting <https://online.justice.vic.gov.au/wwccu>

The school maintains an electronic Register of WWC currency for all relevant staff.

Eight weeks prior to the WWC Check expiring, a pre-populated renewal application form will be sent to the cardholder.

Any worker or volunteer who does not have a current satisfactory Working with Children Check will be removed from their duties.

- **Criminal Records Check (CRC)**

Principals or managers must determine whether a Criminal Record Check conducted by the Department should be required in addition to a WWC. In particular, all employees with a financial delegation should undergo a criminal record check conducted by the Department. CRC's are valid for 5 years from the date of issue. The school maintains an electronic Register of CRC currency for all relevant staff.

- **First Aid Qualifications**

All staff have a duty of care and must provide initial assistance and seek a trained First Aid person.

The school maintains a Register for First Aid qualifications for all staff. The Principal or Nominee is responsible for providing information to a designated ES staff member regarding the expiry date and the level of attainment for:

- CPR ( 12 months)
- First Aid Training
- Anaphylaxis Training

The Principal/Nominee will check the currency of First Aid qualifications at the beginning of each year when the staff duty rosters are being compiled.

An electronic copy of all First Aid qualifications is placed in the First Aid qualifications folder in the electronic staff registers folder.

- **Occupational Health & Safety Competencies**

A spread sheet of OHS Competencies will be included as part of the Register. The Principal/Nominee will provide the designated ES staff member responsible for the maintenance of the Register with details of those staff competent in the following areas:

- OHS training

- **Mandatory Reporting**

Every staff member is required to be sufficiently trained in Mandatory Reporting. The school maintains a register of Mandatory Reporting qualifications for all staff. Staff are required to provide a copy of their certificate to administration staff when they have completed the online module.

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The Principal/Nominee will check the currency of First Aid qualifications at the beginning of each year.

An electronic copy of all Mandatory Reporting qualifications is placed in the Mandatory Reporting qualifications folder in the electronic staff registers folder.

### **Evaluation**

These procedures will also be reviewed as part of the school's regular policy review process.

References :

[DEECD - WWC volunteers](#)

[DEECD - WWC Parents](#)

Reviewed / Modified: 13<sup>th</sup> December 2018