



# STAFF INFORMATION

## REGISTERS

### **RATIONALE**

In order to comply with DET standards and requirements Cohuna Secondary College 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 Cohuna Secondary College will keep a hard copy Register of the following qualifications of Teaching and Education Support Staff.

- o The Register will include dates for renewal of qualifications.
- o A hard copy of the Register will be kept in a secure location in the administration offices.
- o 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 Business 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. 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.

#### **• 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 Secondary College (even if not employed by the Secondary 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.

It is the responsibility of the 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>

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.

• **First Aid Qualifications**

Only staff sufficiently trained under the OHS Act 2004 and DET First Aid Policy will be placed on the First Aid roster. The College maintains a Register for First Aid qualifications for all staff. The Principal or Assistant Principal is responsible for providing information to teaching staff and ES staff members regarding the expiry date and the level of attainment for:

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

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

Staff whose First Aid qualification expire are notified of this. The Principal/Assistant Principal will put a copy of all First Aid qualifications in the staff member's personnel file.

**Evaluation This policy will also be reviewed as part of the school's regular policy review process.**

**References :**

- DEECD - WWC volunteers
- DEECD - WWC Parents