

# Portfolio Policy Statement

Department of Communities

Disability Services Queensland

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**Title:** Approval of qualifications for the purposes of the *Child Care Act 2002*  
**Policy No.:** 351-2  
**Category:** Child care and family support > child care

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**Date of approval:** 28 November 2006  
**Date of operation:** 28 November 2006  
**Date to be reviewed:** 1 July 2007

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**Office:** Program Management Directorate  
**Help Contact:** Office for Children – 3224 4557

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## Authority:

Sections 109 and 110 of the *Child Care Regulation 2003*

The Chief Executive may approve a qualification for a position in a child care service or coordinator of a home based care service if satisfied that the qualification or the studies completed by a person to obtain the qualification are equivalent to the prescribed qualifications.

## Objectives:

This policy aims to ensure a transparent process for determining whether the qualifications of:

- Individuals seeking to work in child care, or
- Institutions offering or that have offered courses to qualify individuals to work in child care

meet the prescribed qualification for a position in a licensed child care service.

## Scope:

This policy refers to the approval of a qualification for a position in a child care service.

## Principles:

In determining whether qualifications are equivalent to the benchmark qualification, the Department will:

- take into account all relevant information provided by the applicant;
- where the applicant is an individual seeking a determination in respect of their personal qualification, refer the applicant to the appropriate institution for assessment of prior learning and skills, where appropriate; and
- engage appropriately qualified academics to provide advice on the equivalent level and child care component, where appropriate.

## Policy Statement:

The Department is committed to ensuring a transparent process for determining whether the qualifications of:

- Individuals seeking to work in child care, or
- Institutions offering or that have offered courses to qualify individuals to work in child care
- meet the prescribed qualification for a position in a licensed child care service.

## Roles and Responsibilities:

In determining whether qualifications are equivalent to the benchmark qualification, the Department will:

- take into account all relevant information provided by the applicant;
- where the applicant is an individual seeking a determination in respect of their personal qualification, refer the applicant to the appropriate institution for assessment of prior learning and skills, where appropriate; and
- engage appropriately qualified academics to provide advice on the equivalent level and child care component, where appropriate.

**Delegations:**

Manager, Statewide Quality Team for child care licensing is the delegated decision maker in respect of qualifications.

**LINKS:****Related legislation:**

*Child Care Regulation 2003* (sections 110-120)

**Form/Fact sheets:**

Child Care Form 20 – Application for determination of qualifications

Fact Sheet – Staff Qualifications (Centre based services long day care, kindergartens, limited hours care)

Fact Sheet – Staff Qualifications for existing school age care services

**Rescinded Policies:**

Approval of qualifications for the purposes of the *Child Care Act 2002* (351-1)